

## **Petroleum Restoration Program Site Manager Training Process and Mentorship**

The Site Manager is responsible for all aspects of oversight/management of the work being conducted for an eligible petroleum discharge under the Petroleum Restoration Program. The Site Manager is responsible for knowing the site history, providing technical oversight and coordination of cleanup with contractors, developing a cost efficient scope of work to be performed for cleanup, including entering the Schedule of Pay Items into STCM, performing contract manager responsibilities in My Florida Market Place (MFMP) and reviewing deliverables, technical documents and invoices for comments and approval. Site Managers must be trained to perform every aspect of site management in the most effective and cost efficient manner. The process below will guide the site manager in their professional development and provide quality control for the Program.

An employee performing site management should be mentored by an experienced team member that is chosen by the Team Leader. **The mentor should guide the Site Manager through the following site management process:**

- 1) Applicable statutes, rules, technical guidance and memoranda
- 2) OCULUS SCTM and MFMP
- 3) Site assignment and File review
- 4) Work with Technical Staff to review site history and discuss site cleanup strategy
- 5) Contact site Owner/RP to discuss cleanup strategy
- 6) Contact and oversee the Cleanup Contractor on all work that is being preformed
- 7) Develop scope of work and schedule of pay items
- 8) The work flow process and implementation
- 9) Contract Management and how to work with Purchase Orders in MFMP
- 10) Contract Management training
- 11) MFMP training
- 12) Reviewing deliverables and technical documents with technical staff and issue written acceptance, approval and comment letters. Ensure that invoice rate sheet items agree with work completed
- 13) Perform data entry using STCM and OCULUS and other tracking systems
- 14) Understand Change Orders and the guidelines for appropriate use
- 15) OSHA training

The mentor should be more than just a coworker guiding the site manager through the site management process; the mentor should also offer their experience as it pertains to working in the Petroleum Restoration Program.

Team Leaders should ensure that their site managers are paired with qualified mentors in order for the new site manager to excel in professional development. Team Leaders should encourage the site manager to attend appropriate trainings and workshops. Team Leaders are responsible for support of the site managers and to help resolve any issues or problems that may be encountered by team members.