The Site Manager is responsible for oversight and management of the work being conducted for a petroleum discharge under the Petroleum Restoration Program. Site Managers are charged with protecting human health and environment, while being fiscally and technically responsible. That includes knowing the site history, assisting with technical oversight, coordination of cleanup activities, developing a cost efficient Scope of Work (SOW) to be performed, including entering the Schedule of Pay Items (SPI) into STCM, performing site manager responsibilities in My Florida Market Place (MFMP) and reviewing deliverables, technical documents and invoices for comments and approval. Maintain a thorough and up to date knowledge of applicable statutes, rules, program policies, technical guidance and memorandum. The roles and responsibilities of Site Managers are outlined below.

Develop and maintain a complete and current understanding for each site including:

1) Site History
    a) Contamination History
    b) Eligibility/Legal Status
    c) Discharge(s) Information
    d) Funding Limits and Expenditures to Date
    e) Deductible Payments
    f) Most Recent Site Maps and Tables
    g) Contaminant Source(s)
    h) Horizontal and Vertical Delineation of Contamination
    i) Site Geologic and Hydrologic Information
    j) Tank Status – Results of Most Recent Compliance Inspection
    k) Current and Historic Owner/Responsible Party (O/RP) Information
    l) Site Assessment History
    m) Remedial Action History
    n) Current Cleanup status
    o) Area Use, Location of Nearby Cleanup Sites, Land Use, Potable or Public Wells
2) Contact property O/RP to discuss cleanup strategy and copy on all PRP correspondence. Ensure that other parties responsible for the contamination and the FDEP District Office (when applicable) are copied on all correspondence.
    a) Verify 30 day letter status
    b) Verify whether owner has requested involvement in determining the work to be performed
    c) Discuss remedial strategies and funding cap with O/RP (when applicable)
    d) Verify the SRFA, PCPP and PAC cost share agreement is current and extends through the scope timeframe, and confirm O/RP party make cost share payments. Ensure that the funding ceiling is adhered to.
    e) Determine if a transition funding agreement is necessary and prepare if needed.
3) Work with Technical Staff to discuss site cleanup strategy.
    a) Determine the Appropriate SOW for the next Phase of Work
    b) Does Site Conform to the “Difficult Site Memo”?
    c) Evaluate RBCA Goals and Closure Options for the Site.
    d) Is the Site a Good Candidate for Performance Based Cleanup?
    e) Any Site-Specific Considerations
    f) Is the site to be RCI assigned or is some other option to be pursued?

4) Develop and Submit the Scope of Work.
    a) Modify/Adapt the Most Recent Template for the Site Specific SOW
    b) Identify figures and tables to be included
    c) Generate SPI Quantities in STCM. Refer to *DRAFT USER GUIDE FOR STCM SPI and RCI Forms*
    d) Update STCM to reflect SPI status is ready for Technical Review.
    e) Email SPI Quantities ID to Technical Reviewer when procurement package is ready for review in STCM
    f) Place SOW, SPI, Figures, Tables, Quotes, etc., in team folder created on common drive. (Local Programs will email procurement package.)
    g) Maintain a site folder for each Purchase Order (PO)
5) Receive email with offer acceptance from contractor.
    a) Negotiate SOW and/or add miscellaneous items if needed/justified
    b) Update SOW/SPI if applicable
    c) Determine if Quotes are Required, Request as Needed
6) Prepare Task Assignment (TA) in STCM
    a) Send copy of TA & package to QA/QC representative.
7) Site Manager will be notified by MFMP to review and approve the Purchase Requisition.
    a) Review and notify PRP Contracts if changes need to be made
8) Receive email that the PO has been approved.
    a) Update deliverable due dates in STCM
    b) Notify owner that a PO has been issued and the contractor contact information.
    c) Notify contractor via email that the PO has been approved with deliverable due dates.
9) Coordinate activities with the Contractor to ensure effective and efficient cleanup.
    a) Establish utility accounts if applicable
    b) Track fieldwork notifications and request site inspector as needed for site visits
10) Review Request for Change (RFC) for appropriateness and accuracy.
    a) Refer to the *Change Order Workflow for Purchase Order (PO)* guidance.
    b) If Field RFC (FRFC), refer to the Field Request for Change Guidance
    c) Receive notification that RFC has been approved in MFMP
11) Review deliverables and technical documents with technical staff.
    a) Determine if 62-780, F.A.C timeframes are met or exceeded
    b) Ensure that invoice rate sheet items agree with work completed
    c) Issue written acceptance, approval and comment letters with signed and dated rate sheets
    d) Email deliverable review letter to contractor and RP/owner
12) Perform data entry using STCM, OCULUS and other tracking systems
13) Perform Interim/Annual contractor reviews.
14) Ensure that all reviews of work plans, investigative reports, designs, cost proposals, change requests, invoices and quote documents are accurate and are consistent with the approved SOW and SPI.
15) Ensure that verbal and written communications are conducted and adequately documented.
16) Maintain a courteous and professional demeanor with co-workers, ATCs, and other stakeholders.
17) Respond to public requests for information.
18) Attend workshops and training.
19) Maintain OSHA certification, professional certification, continuing education, etc.