

DATE: December 13, 2011

TO: City Clerk

FROM: Representative Carl Robinson

ADDRESS 2 Civic Center Plaza 10<sup>th</sup> Floor, El Paso, TX TELEPHONE 915-541-4400

Please place the following item on the (Check one): CONSENT XXX REGULAR \_\_\_\_\_

Agenda for the Council Meeting of December 20, 2011

Item should read as follows: Appointment of James W. Wolff to the Zoning Board of Adjustment by Representative Carl Robinson, District 4.

SPECIAL INSTRUCTIONS: As a Regular Member

**BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM**

NAME OF BOARD/COMMITTEE/COMMISSION: Zoning Board of Adjustment

NOMINATED BY: Representative Carl Robinson DISTRICT: 4

NAME OF APPOINTEE James W. Wolff  
(Please verify correct spelling of name)

BUSINESS ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: TX ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: El Paso ST: TX ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT: Randy Bowling

EXPIRATION DATE OF INCUMBENT: 10/01/2011

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: XX  
RESIGNED \_\_\_\_\_  
REMOVED \_\_\_\_\_

CITY COUNCIL APPROVAL DATE: 12/20/2011

TERM BEGINS ON : 10/01/2011

EXPIRATION DATE OF NEW APPOINTEE: 10/01/2013

PLEASE CHECK ONE OF THE FOLLOWING: 1<sup>st</sup> TERM: XX

2<sup>nd</sup> TERM: \_\_\_\_\_

UNEXPIRED TERM: \_\_\_\_\_

# JAMES W. WOLFF, CFM

## EDUCATION

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- University of Texas at El Paso  
**Masters of Public Administration**  
*Leadership Studies*  
Expected Graduation Date: Fall 2011
- University of Texas at El Paso  
**Masters of Science**  
*Environmental Science*  
Expected Graduation Date: Spring 2012
- University of Texas at El Paso  
**Bachelors of Science**  
*Metallurgical & Materials Engineering*  
Manufacturing Option  
Spring 2005

## EXPERIENCE

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- HNTB Corporation  
Field Representative  
June 2010- Present  
Duties:
  1. *Civil Design*- Assist in the design of infrastructure projects ranging from advanced planning to quality control of construction plans.
  2. *Program Development*- Assist the Land Rehabilitation and Maintenance Coordinator (LRAM) with developing Capital Improvement Projects within the Fort Bliss training ranges. Organize developed projects into an overall construction program with associated schedules and opinions of probable cost.
  3. *Scope of Work Preparation*- Develop project scope of work based on identified needs by area users and observed conditions from field visits.
  4. *Training Area Assessments*- Assist staff and provide input for range condition assessments within the various Fort Bliss Training Areas. Assessments include mapping of various maneuver trails, conducting vegetation plots, and recommending Best Management Practices for conditions observed in the field.

- City of El Paso  
Engineering Department  
Civil Engineering Associate  
December 2006- June 2010

Duties:

1. *Project Management-* Managed Capital Improvement Projects and Flood 2006 projects ranging in magnitude from \$500,000 to Over \$4 Million. Coordinated with user departments, consultants, designers, and laboratories to manage projects from conception through final completion.
2. *Environmental Program Management-* Prepared and managed the City of El Paso Engineering Department environmental documentation program for federally funded projects. Duties included coordination with state and federal personnel, determining documentation type, conducting preliminary studies, and preparing final document for approval. Additional duties included soliciting proposals from outside consultants and overseeing the documentation preparation by outside staff.
3. *Report Preparation-* Managed and oversaw the preparation of various reports and studies conducted by outside consultants. Duties included identifying the initial scope of the study, assisting with data collection, reviewing preliminary drafts, recommending edits, approving final drafts, and managing project costs. Examples of projects include feasibility studies, master drainage studies for various outfalls, channel capacity analysis, and master planning for various city facilities.
4. *Project Scope Preparation-* Prepared Scope of Work (SOW) for new projects in accordance with identified engineering needs and user department comments.
5. *Budget Management-* Tracked budgets throughout all project phases including, report phase, design, and construction. Reviewed and approved invoices from designers, contractors, and laboratories. Ensured that invoices were justified for services rendered and included applicable backup documents.
6. *Design Review-* Reviewed consultant reports, preliminary construction documents, and final construction documents. Cross-referenced construction documents with design standards to ensure compliance with applicable codes. Reviewed design calculations where applicable. Distributed construction documents to applicable user departments and other city staff for review, afterward, coordinated review meetings where design concerns were expressed to consultants and discussed.

7. *Project Design*- Acted as the lead associate engineer within a design team of drafters, Registered Accessibility Specialists, user department staff, and public citizens to produce construction projects that were prepared within the City of El Paso Design Division. Duties included conducting initial user requirement assessments, producing engineering calculations, taking field measurements, overseeing the design team, and approving preliminary and final plans.
8. *Construction Inspections*- Conducted on site quality control inspections of project site. Ensured that new construction was in accordance with project specifications as outlined by the construction documents and technical specifications.

- Viva Environmental Inc.  
Environmental Project Manager  
July 2005- December 2006

Duties:

1. *Emergency Spill Response*- First responder and manager at chemical spills. Directed crew of technicians during spills on proper method of containing and cleaning discharged chemicals. Assessed situation and made final decisions on best methods of managing crew and equipment. Responsible for interfacing with federal, state, and local officials during spills as applicable, including any media and public concerns. Responsible for taking samples at spill site and reporting analytical and clean up procedures to proper agencies.
2. *Water Analysis*- Conducted weekly bacteriological testing on processed El Paso Water Utilities wastewater in order to establish a baseline measurement of bacteria levels. PH readings were taken and recorded with each examination.
3. *Water Sampling*- Performed and assisted in weekly and quarterly sampling events of water wells contaminated with petroleum product. Learned and followed proper techniques when collecting samples from wells. Samples were taken and tested for hydrocarbons and metals. Care was taken to prevent sample contamination. Conducted and assisted in weekly gauging and bailing sessions from contaminated wells. Reported results in written format to client.
4. *Soil Sampling*- Managed and performed soil delineation project. Petroleum contaminated soil was delineated in order to determine the extent of oil spill, soil samples were taken and tested by independent laboratory for Total Petroleum Hydrocarbons, Benzene, and Metals. Soil samples were taken using existing sampling methods to ensure quality control and prevent cross contamination.

5. *Air Monitoring*- Assisted in asbestos air monitoring at El Paso Electric power generating facilities. Samples were collected using outlined methods for proper volumetric flow rate. Control samples were also taken and analyzed.
6. *Environmental Engineering*- Managed and assisted in environmental projects from mold abatement to soil bio-remediation. Assisted in removal of Under Ground Storage Tank and reporting duties to TCEQ. Assisted in preparing an Affected Property Assessment Report under the Texas Risk Reduction Program (TRRP).
7. *Laboratory and Safety Management*- Managed in house laboratory. Ensured equipment was calibrated to include gas detectors, air-monitoring equipment, lead analyzer, Micro-Tox machine (bacteriological water analyzer) and radiation detectors. Managed OSHA required fit testing of emergency response personnel. Produced and maintained records for internal use.
8. *Construction/Demolition*- Managed and oversaw the writing of construction proposals valued at over one million dollars. Managed several demolition projects valued over \$150,000 and ensured that all safety regulations were followed and that all personal protective equipment was being utilized.

## **LANGUAGES**

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- English (Fluent)
- Spanish (Fluent)

## **SKILLS & CERTIFICATIONS**

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- Certified Flood Plain Manager (CFM)
- Registered Accessibility Specialist (RAS #1258)
- TCEQ Licensed Irrigator
- Sixteen hour Fit Tester Certification (3M N95 Respirator)
- Twenty hour "ServSafe" Certification
- Experience in X-Ray Diffraction
- Experience with Metallographic techniques
- Experience with Optical and Electron Microscopy
- META certified Asbestos Inspector
- META certified Texas air monitor
- META certified Lead Risk Assessor
- META certified Lead inspector
- Niton/Thermo Electron XRF safety course training