

TITLE: ENVIRONMENTAL ANALYST II (Water Quality: Total Maximum Daily Loads, Water Quality Standards, Long Island Sound Study)

LOCATION: NEIWPC, Boott Mills South, 116 John Street, Lowell, MA 01852-1124

SALARY: Grade and Step dependent upon level of experience and qualifications.

ADDITIONAL INFORMATION: Benefits provided but not included in salary range: vacation, personal and sick leave, health, dental, disability and life insurance, retirement plan. This position requires the incumbent to work five days a week, 7 ½ hours per day, except for approved compensatory time.

BACKGROUND INFORMATION: The New England Interstate Water Pollution Control Commission serves as a forum for interstate communication and coordination on water related pollution control efforts among all the New England States and New York State.

SUPERVISORY CONTROLS: Incumbent operates with substantial independence of action and delegation of professional decisions within his or her area of activity. Consults with Director of Water Quality Programs and other staff on certain matters of policy. The Director of Water Quality Programs evaluates job performance.

Incumbents at this level exercise direct supervision over, assign work to and review the performance of 1 – 5 professional personnel and exercise indirect supervision over 6 – 15 professional and/or technical personnel.

JOB SUMMARY: Assists Director of Water Quality Programs with various program issues and grants and develops information on which Commission policy decisions are based. Works with other project officers to prepare individual project/program element work plans and budgets, approves payments under those projects, and pursues potential new sources of funding for projects. Assists in the preparation of grant applications for new projects, contracts, and final project reports.

Activities are generally water quality oriented, but can cover a wide range of environmental issues, according to program needs and the incumbent's areas of expertise. The incumbent acts as technical advisor for the Commission, state agency staff, and public on those program issues; serves as staff support, clearinghouse for information, and meeting chairman for state agency staff work groups for those issues. Represents the Commission concerning those issues through public presentations, testimony, and participation in meetings and on various committees.

Assists the Executive Director, Deputy Director and staff in the general operations of the office in program planning and reporting. Participates in meetings of the Executive Committee, Commission, Association of Clean Water Administrators (ACWA), Water Environment Federation (WEF), New England Water Environment Association (NEWEA) and the Environmental Protection Agency (EPA), where appropriate. Coordinates on inter-media issues with Northeast States for Coordinated Air Use Management (NESCAUM) and Northeast Waste Management Officials Association (NEWMOA).

DUTIES AND RESPONSIBILITIES:

- Assist Director of Water Quality Programs and other senior staff on a variety of projects to include water quality and watersheds.
- Serves as Program Manager for the Commission's Water Quality Standards program, including the workgroup and related projects.

- Serves as Program Manager for the Commission's Total Maximum Daily Load program, including workgroup and related projects.
- Serves as Project Manager for the Commission's partnership with the Long Island Sound Study.
- Serves as Project Manager for the Commission's partnership with the Peconic Estuary Program.
- Assist Director of Water Quality Programs to develop the annual plans and budgets.
- Organize work groups of appropriate state and federal staff on these issues; track both technical and management aspects of priority issues, act as clearinghouse for information, and distribute periodic informational mailings to the work groups. Develop agendas, arrange for guest speakers when necessary, and chair or co-chair meetings.
- Prepare policy position papers, as needed, in association with other NEIWPC staff.
- Assist Quality Assurance Program Manager with review of Quality Assurance Project Plans as needed.
- Coordinate and prepare work group updates for Commission & Executive Committee meetings.
- Assist Office Manager and Deputy Director in preparation of quarterly progress reports to EPA.
- Organize short courses, seminars and technical forums, etc., as necessary, including hotel arrangements, agenda development, speaker invitations, registration forms and mailings to attendees, registration.
- Review and comment on policies, regulations, reports, etc., as requested.
- Coordinate with NEIWPC staff on crosscutting program issues and with water quality staff on all training programs.
- Prepare articles or provide background materials for *Interstate Water Report* articles.
- Provide materials for preparation of the *Annual Report*.
- Answer miscellaneous inquiries from state and federal agencies, consultants, and general public about water quality issues, technical publications, and NEI programs.
- Other duties as assigned.

The satisfactory performance of the above duties and responsibilities requires the incumbent to have a thorough understanding of the Commission's programs, organization, and policies, to exercise initiative and resourcefulness in complicated situations, and to be able to work effectively with state and federal contacts at both staff and top management levels, and with varied professional backgrounds. The ability to organize workload, and perform tasks in an accurate, conclusive and timely manner is required.

RECOMMENDED QUALIFICATIONS:

Education

A Master's Degree in environmental studies, public policy, natural science, public health, earth science, biology, chemistry or related field preferred.

Experience

Applicants must have at least (A) five years of full-time, or equivalent part time, technical or professional experience, of which (B) at least three years must have been in a professional capacity and, of which (C) at least one year must have been in a supervisory, managerial or administrative capacity or, (D) any equivalent combination of the required experience and the following substitutes.

Substitutions

- I. An Associate's degree with a major in any of the fields listed above may be substituted for a maximum of one year of the required (A) experience.
- II. A Bachelor's degree with a major in any of the fields listed above may be substituted for a maximum of two years of the required (A) experience.
- III. A Graduate degree from a recognized school with a major in one of the fields listed above may be substituted for the required experience.

NOTE: Education toward any degree will be prorated on the basis of the requirements actually completed.

Special Knowledge and Skills

Knowledge and experience with aspects of water quality and watershed management including stormwater and nonpoint source best management practices. Also includes understanding the federal NPDES regulations.

Excellent communication skills, both verbal and written.

Excellent organizational skills.

Ability to work effectively with both scientists and engineers, and establish professional credibility.

Ability to work independently, and as part of a team.

Excellent computer skills.

The following knowledge and skills are helpful, although not a necessary requirement to qualify:

Knowledge of budget preparation, grants writing and contract management.

Knowledge and understanding of federal environmental laws and regulations.

Knowledge of surface water hydrology.

Knowledge of business management.

Knowledge of water quality sampling and analysis procedures, including toxicity testing.

Environmental Factors

Duties will be performed largely in an office setting, but with need for limited travel for which a valid driver's license and private means of transportation must be available.