TITLE: ENVIRONMENTAL ANALYST I

EMPLOYER: New England Interstate Water Pollution Control Commission (NEIWPCC), Wannalancit Mills, 650 Suffolk Street, Suite 410, Lowell, MA 01854

LOCATION: Interstate Environmental Commission Laboratory, College of Staten Island, Staten Island, New York

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, life and disability insurance, retirement plan. This position requires the incumbent to work five days a week, 7½ 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.

New York, New Jersey, and Connecticut are members of the Interstate Environmental Commission’s (IEC) compact. IEC’s compact was created in 1936 and established IEC as an organization responsible for protecting the waters and environment of its jurisdictional area.

In May 2012, NEIWPCC entered into an agreement with the IEC District to assist their three compact members (NY, NJ, and CT) in meeting their most pressing water resource, quality, and wastewater treatment concerns, both within and across state boundaries, by conducting monitoring, workshops, seminars, and the transfer of technology. NEIWPCC is working with the IEC District in meeting their diverse needs by providing fiduciary responsibility, staff and technical assistance, analysis and support for a broad array of water resource areas.

SUPERVISORY CONTROLS: Incumbent consults with the Associate Director and Senior Manager to prioritize responsibilities and duties in accordance with workplan. The Senior Manager (Associate Lab Director) evaluates job performance in conjunction with NEIWPCC Lowell office program manager. Incumbent operates with substantial independence of action and delegation of professional decisions within his or her area of activity.

JOB SUMMARY:
Work independently to complete regularly scheduled field work including facility inspections and ambient water quality monitoring projects. Work with other staff to prepare individual project/program element work plans and budgets, approves payments under those projects, and pursues potential new sources of funding for projects. Assist Senior Manager and Associate Director with various program issues, grants and contracts, and develops information on which program decisions are based. Assist in the preparation and review of grant applications for new projects, contracts, and final project reports.

Activities are generally water quality and water supply oriented, but can cover a wide range of environmental issues, according to program needs and the incumbent’s areas of expertise. Act as technical advisor for the Commission, state agency staff, and public on those program issues; serve as staff support, clearinghouse for information, and meeting chairman for state agency staff workgroups for those issues.

Assist the Senior Manager and Associate Director and staff in the general operations of the office in program planning and reporting.
DUTIES AND RESPONSIBILITIES:

- Serve as project manager for IEC's Western Long Island Sound Study Monitoring Program, including:
  - Coordinating project activities and tasks between staff.
  - Participating in ambient water quality sampling and laboratory analyses.
  - Analyzing field data and integrating into a searchable database.
  - Acting as liaison with other agencies to communicate project deliverable effectively and align goals.
  - Drafting interim and final products, including a final report for review and approval by the Associate Director and NEIWPCC project manager.

- Support IEC's inspection program related to municipal discharges, industrial discharges, pump stations, and dry-weather CSO and MS4 discharges, including:
  - Complete pre-inspection tasks, including reviewing relevant permits, federal/state regulations, and assisting Senior Manager with coordination of inspection schedule.
  - Conduct inspections at wastewater treatment plants and other industrial/municipal facilities, pump stations, and ORI sites, including sampling and analysis in the field as scheduled by Senior Manager.
  - Assist in performing sampling analysis and all bench work in the laboratory as needed.
  - Perform any necessary inspection follow-up communications and prepare inspection reports for final QA review utilizing data collected in the field.
  - Distribute to local and state agencies and other stakeholders.
  - Assist with the entry of data into EPA's Integrated Compliance Information System.

- Support IEC's monitoring program related to ambient water quality, short-notice sampling, and other projects, including:
  - Participate in boat-based surveys and coordinate sampling schedule with Senior Manager and vessel operator.
  - Utilize portable monitoring equipment to collect field measurements.
  - Collect ambient water samples and assist with data collection and recording of field measurements.
  - Assist with the preservation and transport of samples, as required.
  - Conduct laboratory analyses in accordance with established procedures and methods, as needed.
  - Participate in STORET/WQC data entry and management and participate in monthly calls for STORET.

- Organize workgroups of appropriate state and federal staff, as assigned; track both technical and management aspects of priority issues, act as clearinghouse for information, and distribute periodic informational mailings to the workgroups. Develop agendas, arrange for guest speakers when necessary and chair meetings.

- Serve as project officer for or assistant on other grants, as assigned, including:
  - Develop proposals, prepare budgets, grant amendments, and reports.
  - Prepare and track contracts with consultants.
  - Review draft and final reports.
  - Process/approve vouchers for payment.
  - Track specific budget elements; special status reports.
  - Other duties as assigned.

- Actively participate in New York-New Jersey Harbor & Estuary Program, Long Island Sound Study, and Hudson River Estuary Program workgroups, New Jersey Water Monitoring Council, and other appropriate meetings and conferences, as assigned.

- Research potential new funding sources, work closely with partners and staff to develop and transform ideas into grant proposals, and prepare grant proposals and budgets for submission.
• Participate in public outreach and education and other projects as assigned.
• Provide assistance to College of Staten Island masters students with research when requested.
• Other duties as assigned.

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

RECOMMENDED QUALIFICATIONS:

Education
A Bachelor’s Degree in environmental science, biology, chemistry, earth science, environmental health, natural science, toxicology, public health, or a related field.

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

Substitutions

I. An Associate’s Degree with a major in any of the field 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 above may be substituted for a maximum of one year of the required (A) experience.*

III. A Graduate Degree with a major in any of the fields above may be substituted for a maximum of three years of the required (A) experience and one year of the required (B) experience.*

*Education towards such a degree will be prorated on the basis of proportion of the requirements actually completed.

Special Knowledge and Skills

• Knowledge and experience with aspects of water quality and watershed management.
• Knowledge of and experience with laboratory and field quality assurance/quality control and safety procedures.
• Ability to think critically in order to assist with the writing of technical documents and reports.
• Excellent computer skills, including Access, Excel, GIS software, and website experience.
• Excellent communication skills, both verbal and written.
• Knowledge of wastewater treatment facility inspection process/procedures.
• Excellent organizational and time management skills.
• Ability to work independently and as part of a team.
• Prior field and laboratory experience
• Comfortable driving in and around the Tri-State Area (CT, NJ, and NY).
• Knowledge of and experience with water quality sampling and analysis procedures.
• Ability to lift and carry up to 50 pounds

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

• Knowledge of statistics as applied to environmental data.
• Experience and capability in working with state and local water/wastewater agencies.
• Ability to work with federal, state, and local officials.
• Knowledge and understanding of federal and state environmental laws and regulations.
• Knowledge of surface water hydrology.
• Knowledge of EPA and NYSDEC wastewater, stormwater, and CSO rules and regulations.
• Knowledge of budget preparation, grants writing, and contract management.

Other Factors

Duties are performed in a laboratory and/or office setting but with need for field-work and related travel for which a valid driver’s license and private means of transportation must be available. Fieldwork begins in the early morning and occurs in all weather including heat, sun, and rain, with little to no shelter. Some monitoring surveys require working as long as 6 hours on a sampling vessel without access to amenities. In addition, incumbent must have willingness to participate in confined space training and perform inspections that may require such certification, as needed.

Attendance in the Lowell office for a one day orientation during the first two weeks of employment and at the annual All Staff Meeting is mandatory.