

TITLE: Environmental Analyst (Water Resource Protection)

LOCATION: New England Interstate Water Pollution Control Commission, Boott Mills South, 116 John Street, Lowell, MA 01852-1124

SALARY: Grade & Step dependent on 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.

JOB SUMMARY: Assist Director of Water Resource Protection with activities related to drinking water and climate change, but may also cover a wide range of environmental issues including: groundwater and source water protection, underground storage tanks, and pharmaceuticals and personal care products. The incumbent serves as a project officer who is the technical advisor for the Commission, state agency staff and the public on those program issues, serves as staff support, clearinghouse for information, and meeting chair for state agency staff workgroups for those issues. Represent the Commission concerning those issues through public presentations, testimony and participation in meetings and on various committees.

The incumbent will work on various program issues and grants and will develop information on which Commission policy decisions are based. This position will work other NEIWPC project officers to prepare individual project/program element work plans and budgets, approving payments under those projects, and pursuing potential new sources of funding for projects. Assist in the preparation of grant applications for new projects, contracts and final project reports.

Assist the Executive Director, Deputy Director and staff in the general operations of the office in program planning and reporting. Participate in meetings of the Executive Committee, Commission, New England Water Works Association (NEWWA), Association of State Drinking Water Administrators (ASDWA), Groundwater Protection Council (GWPC), Association of State & Interstate Water Pollution Control Administrators (ASIWPCA), and the EPA, where appropriate. Coordinate on inter-media issues with the Northeast States for Coordinated Air Use Management (NESCAUM) and the Northeast Waste Management Officials Association (NEWMOA).

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 Resource Protection and other staff on certain matters of policy. The Director of Water Resource Protection evaluates job performance.

DUTIES AND RESPONSIBILITIES:

Assist the Director of Water Resource Protection and other senior staff on a variety of projects primarily related to drinking water protection and climate change, but also related to groundwater and source water

protection, underground storage tanks, and pharmaceuticals and personal care products. Specific duties include:

- Working with the Director of Water Resource Protection facilitate quarterly drinking water administrator workgroup meetings of appropriate state and federal staff. Incumbent is responsible for tracking both technical and management aspects of priority issues for the workgroup; act as clearinghouse for information and distributes periodic informational mailings to the workgroup; organize regional topic-specific meetings; and other tasks as assigned. Develop agenda, arranges for guest speakers when necessary, and develops meetings notes for circulation.
- Facilitate semi-annual climate change workgroup meetings of appropriate state and federal staff. Incumbent is responsible for tracking both technical and management aspects of priority issues for the workgroup; acts as clearinghouse for information and distributes periodic informational mailings to the workgroup; organize regional topic-specific meetings; and other tasks as assigned. Develops agenda, arranges for guest speakers when necessary, and develops meetings notes for circulation.
- Provide technical support for drinking water and climate change projects, for example, provide assistance in the development of monitoring strategies for drinking water sources and to track regional impacts of climate change.
- Review state comments and coordinate regional comments on policies, regulations, reports, etc., as requested by the NEIWPC workgroups.
- Provide regional guidance relative to tracking national drinking water and climate change activities and regulation implementation. Update workgroup participants on legislative initiatives and developments that could affect New England state programs.
- Remain abreast of all current and regulatory and programmatic water supply, drinking water, and climate change issues.
- Coordinate with other NEIWPC state workgroups on cross-cutting program issues, (i.e., drinking water residuals, groundwater, NPS, stormwater, CSOs, water quality standards, and instream flow). Provide states with an opportunity to participate in cross-program workshops and groups that deal with source protection activities, (i.e., groundwater, NPS, TMDLs, and stormwater).
- Assist New England states with water resource protection education and outreach projects that are a priority for the New England states and New York State.
- Organize short courses, seminars and technical forums, etc., as necessary, including hotel arrangements, agenda development, speaker invitations, registration forms and mailings to attendees, and registration.
- Provide materials for preparation of the Annual Report and *Interstate Water Report*.
- Assist Director of Water Resource Protection to develop the annual workplans and budgets.
- Other duties as assigned.

RECOMMENDED QUALIFICATIONS:

Education

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

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 and, of which (C) 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:

Good communication skills, both verbal and written.

Hands on water quality monitoring experience.

Good organizational skills.

Ability to work effectively with both scientists, engineers, and the general public.

Ability to work independently and as part of a team.

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

Project management experience.

Knowledge of budget preparation, grant writing and contract management.

Knowledge and understanding of federal environmental laws and regulations.

Knowledge of drinking water regulations.

Knowledge of water quality sampling and analysis procedures.

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.