

TITLE: ENVIRONMENTAL ANALYST I

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

LOCATION: Lake Champlain Basin Program office, 54 West Shore Road, Grand Isle, VT 05458

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 and life insurance, and retirement plan. This position requires the incumbent to work five days a week, 8 hours per day, except for approved compensatory time; with some night and weekend work.

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.

The Lake Champlain Basin Program (LCBP) coordinates activities that protect and improve the natural and human resources of the Lake Champlain Basin. Partners in the program include the States of Vermont and New York, the Province of Quebec, NEIWPCC, the U.S. EPA, the U.S. National Park Service, and the International Great Lakes Fishery Commission. LCBP also collaborates with several other agencies and organizations at the federal, state, and local levels, including private firms and academic institutions.

SUPERVISORY CONTROLS: Incumbent operates with substantial independence of action subject to the supervision of the LCBP Technical Coordinator. The LCBP Technical Coordinator evaluates job performance.

Incumbents of positions at this level may exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to, and review the performance of 1-5 technical or professional personnel; may exercise indirect supervision (i.e., through an intermediate level supervisor) over 6-15 technical or other personnel.

JOB SUMMARY: The Technical Associate works in coordination with the Technical Coordinator as a part of the LCBP technical team to assist in facilitating research and implementation projects that address challenges facing water resources in the Lake Champlain Basin. This position serves as the EPA-approved NEIWPCC designee to review and approve LCBP-related Quality Assurance Project Plans that ensure high quality environmental data, and supports other technical activities as assigned. The incumbent develops and executes tasks that support projects addressing nutrient reduction, flood resilience, aquatic invasive species, and stormwater management issues. The Technical Associate manages the reporting, invoicing and documentation for active grants administered by the LCBP, assists with the development of requests for proposals for technical projects, and supports the LCBP grant review process. The Technical Associate will prepare technical data and interpretation for use on the LCBP website and will support the maintenance of the site.

DUTIES AND RESPONSIBILITIES:

- Assist the Technical Coordinator other LCBP staff with the implementation of LCBP technical tasks and oversight of selected contracts, including evaluating deliverables, budgets, and workplans as needed
- Provide expertise on geographical information systems and spatial analyses in support of LCBP technical programs, including the acquisition of datasets from contractors and partners, and the secure and effective archival of spatial data
- Participate in Quality Assurance Project Plan training and serve as the LCBP Quality Assurance Officer to review and edit Quality Assurance Project Plans submitted by LCBP partners in collaboration with NEIWPC Lowell office staff and in accordance with NEIWPC's Quality Management Plan
- Develop requests for proposals and assist in the review process for LCBP grant programs
- Assist Technical Coordinator and other staff in maintaining field projects as needed
- Support development and content management of the LCBP website, including data gathering and technical support for the development of infographics for the State of the Lake Report and other outreach documents
- Organize technical workshops to address water resources challenges in the Lake Champlain Basin
- Provide effective presentations at technical forums and other LCBP meetings
- Serve on professional and advisory committees on behalf of LCBP on as-needed basis
- Other duties as assigned

The satisfactory performance of the above duties and responsibilities requires the incumbent to have a thorough understanding of LCBP and NEIWPC'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 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 bachelor's degree in natural science, physical geography, resource management, or geographic information systems is preferred.

Experience

Applicants must have at least (A) three years of full-time or equivalent part time, technical or professional experience in the above-mentioned fields, including geographic information systems, of which (B) at least one year must have been in a professional capacity and (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

- Excellent communication skills, both verbal and written
- Excellent grammar and editing skills
- Knowledge of or experience with Lake Champlain Basin resource issues
- Familiarity with technical data, metadata, and systematic approaches to quality assurance and quality control
- Ability to work both independently and as part of a team
- Ability to establish and maintain effective working relationships within diverse groups
- Excellent computer skills, particularly word processing, geographic information systems, and spreadsheet and data analysis software
- Ability to exercise considerable tact and diplomacy
- Experience with or interest in technical data communication and infographic design is desirable but not necessary
- Experience in website maintenance and WordPress content management systems is desirable but not necessary
- Fluency or proficiency in French is desirable but not necessary

Environmental Factors

Duties will be performed largely in an office setting, but may include outdoor field assignments, and will require travel to various meetings locations in Vermont, New York and Quebec, for which a private means of transportation must be available. A valid passport or smart-license is required.

Requirements

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