

TITLE: ENVIRONMENTAL ANALYST

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

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.

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 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), Association of State Wetland Managers (ASWM), National Water Quality Monitoring Council (NWQMC), National Lake Managers Society (NALMS), New England Association of Environmental Biologists (NEAEB), Society of Wetland Scientists (SWS), Northeast Aquatic Nuisance Species Panel (NEANS), and the Environmental Protection Agency (EPA), where appropriate. Coordinates on cross-media issues with Northeast States for Coordinated Air Use Management (NESCAUM) and Northeast Waste Management Officials Association (NEWMOA).

DUTIES AND RESPONSIBILITIES:

Project management. Serve as project manager for work in support of the Commission's mission, with guidance from the Division Director. Work closely with the Connecticut Department of Energy and Environmental Protection and New York State Department of Environmental Conservation to plan and manage the work of the Long Island Sound Study and supervise NEIWPC staff located in Connecticut and New York in order to implement this Long Island Sound Study program.

Workgroups. Organize workgroup meetings of appropriate state and federal staff. Arrange for meetings, distributes information, chairs or co-chairs meetings. Prepare workgroup updates for Executive Committee and Commission meetings. (wetlands, climate change, stream and wetland buffers, and the New England Biological Assessment of Wetlands Work Group [NEBAWWG])

Work plans/budgets/contracts/grants. Develop work plans, budgets, and contract/grant amendments. Track specific budget elements and contracts. Provide reporting on contract deliverables under NEIWPC's contracts.

Programmatic topics. Work with the Division Director and NEIWPC's Commissioners to identify and address regional priorities for better coordination of the Clean Water Rule/Waters of the United States and Clean Water Act activities. Work with NEIWPC's Workgroups and Commissioners to identify and address regional priorities for climate change and resiliency. Coordinate with Wastewater and Onsite Program and Water Resource Program staff on crosscutting program issues. Answer miscellaneous inquiries from state and federal agencies, consultants, and the general public about wetlands, climate change, stream and wetland assessment, wastewater, water quality, technical publications, and NEIWPC programs. Draft and review policy position papers.

Quality management. Assist the Quality Assurance Program Manager (QAPM) to review of Quality Assurance Project Plans as needed.

Outreach. Maintain appropriate webpages on NEIWPC website to ensure they are up-to-date and accurate. Provide background materials or draft or write articles for various NEIWPC, or other, publications. Present work products and programs to stakeholders and the general public.

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 bachelor's degree in environmental studies, natural science, public health, earth science, biology, chemistry or related field 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 five years 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.

Personal Characteristics

- Think and act in a broad collaborative style. Care deeply about the health and impact of the entire organization, not just the water quality division
- Comfortable in group settings and welcomes collaboration
- Naturally prone to action with a focus toward continuous improvement
- Diplomatic and welcoming in his/her approach to others
- Able to manage change and articulate the "value case" for it
- Comfortable working in a very collaborative environment and oriented toward getting things done; able to bring perspectives and ideas to the table while remaining open to perspectives and ideas from others. Open to lively debates
- Inclusive and interested in helping others
- Capable of fostering and deserving of trust
- Accept responsibility and is accountable for results
- Ability to write concisely, to express thoughts clearly and to develop ideas in logical sequence

SUPERVISORY CONTROLS: Incumbent operates with some 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.

The incumbent will rely on his/her ability, expertise, and commitment to excellence. S/he will also build NEIWPCC's culture which focuses on honesty, ethical behavior, personal integrity, respect for others, transparency, hard work, and collaborative teamwork.

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

Special Knowledge and Skills

Knowledge and experience with aspects of water quality, wetlands, monitoring, and watershed management.

Experience working with a broad range of stakeholders in implementing environmental programs

Knowledge and experience with aspects of water quality and watershed management

Knowledge and experience supervising remote staff or contractors

Excellent communication skills, both verbal and written.

Excellent organizational skills.

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

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

Excellent computer skills.

Ability to follow oral and written instructions

Ability to maintain accurate records

Knowledge and understanding of federal environmental laws and regulations.

Knowledge of surface water hydrology.

Knowledge of water quality sampling and analysis procedures.

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

Knowledge of budget preparation and management

Knowledge of project and contract management

Knowledge of grant writing and management

Environmental Factors

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

Requirements

Attendance at the annual All Staff Meeting is mandatory.