
SOURCE WATER PROTECTION TECHNICAL ASSISTANT(Job Id 52086)

Location: US:NH:CONCORD

Occupation 19-0000 Life
Category: Physical and Social
Science Occupations

Employment Type: PART-TIME

Post Date: 06/16/2026

Close Date: 07/23/2026

Salary: 17.810-23.390
USD

Description

State of New Hampshire Job Posting

DEPARTMENT OF ENVIRONMENTAL SERVICES

WATER DIVISION / DRINKING WATER AND GROUNDWATER BUREAU

29 HAZEN DRIVE, CONCORD NH 03301

SOURCE WATER PROTECTION TECHNICAL ASSISTANT

Position #TMPPT1408

Typical Starting Salary: \$ 17.81/hour - \$ 23.39/hour

The State of New Hampshire, Department of Environmental Services, Water Division, Drinking Water and Ground Water Bureau has a part-time vacancy for a Source Water Protection Technical Assistant.

Summary:

Assists with program-defined assessments and outreach to support decisions involving drinking water compliance for public water systems. Completes updates to Bureau databases, uploads data to the Environmental Monitoring Database (EMD), conducts land conservation and other program site visits, and completes targeted outreach. Performs work within the Drinking Water and Groundwater Bureau at New Hampshire Department of Environmental Services (NHDES).

YOUR EXPERIENCE COUNTS: Each additional year of approved formal education may be substituted for one year of required work experience and/or each additional year of approved work experience may be substituted for one year of required formal education.

MINIMUM QUALIFICATIONS:

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Education/Experience: Equivalent combination of 2 years of education and experience after completion of high school. Education and experience must be in environmental engineering, physical or biological science, or a related environmental science.

License/Certification: Valid drivers' license or access to transportation

Other Requirements: None

Trainee Option: Not applicable

PREFERRED QUALIFICATIONS:

Possession of computer skills, including the use of common desktop and online databases, such as Excel or NHDES's Environmental Management Database (EMD). Ability to apply standard operating procedures; basic ArcGIS Pro or ArcMap mapping software skills; ability to express ideas clearly and concisely in oral and written form; ability to establish and maintain effective working relationships with co-workers, public water systems and the general public. Knowledge of environmental or drinking water contamination is desired.

AFTER-HIRE REQUIREMENTS: None

CAREER ADVANCEMENT OPPORTUNITIES:

In-Band Advancement Available: ☐ Yes ☒ No

Criteria:

Broad Group Level Advancement Available: ☐ Yes ☒ No

Criteria:

DISCLAIMERS:

The supplemental job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to the position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that job title.

When applicable, the work of an employee in trainee status in this position shall be overseen by a fully qualified individual. An employee in trainee status shall meet the minimum qualifications within the period of time specified on the SJD, not to exceed one year of being hired into this position.

Responsibilities:

Assists in evaluating compliance data for regulated contaminants by identifying potential threats through spatial analysis in geographic information systems (GIS) and confirming activities that disqualify issuing waivers for public water systems to support the Bureau's Chemical Monitoring Waiver Program decisions. Completes related database updates involving decisions and notes in Oracle to reflect program decisions.

Performs formatting and completes uploads of monitoring data to EMD in support of staff review of permit compliance monitoring completed by outside stakeholders.

Conducts site visits of lands conserved by NHDES and/or the NH Drinking Water and Groundwater Trust Fund to ensure compliance with conservation restrictions as assigned. Drafts formal communications include letters confirming compliance with conservation easements and notices indicating violations. Performs follow up with property owners to resolve any easement violations, under the direction of the program manager.

Assists with targeted educational outreach to public water systems and the public primarily through direct phone contacts and email involving lead, manganese, PFAS or other contaminants in drinking water.

Uses GIS mapping software to create maps of public water system drinking water sources, conserved areas, potential contamination sources and monitoring sites. (e.g., maps showing conserved areas with possible use violations). Performs other tasks including GIS data quality control and field collection when needed.

Provides support for program by answering inquiries concerning drinking water policies and regulations to the public, monitoring program email inbox and providing customer support to incoming requests, documenting uploads to the digital library, and other administrative tasks.

Continually seeks to improve practices to add quality and value in support of the Department's mission while identifying and eliminating unnecessary or redundant actions.

Criminal background and driving record review required.

For further information please contact Ann (Liz) Pelonzi, Source Protection Specialist, email address: Ann.E.Pelonzi@des.nh.gov and phone number 603-271-3906.

EOE

TDD Access: Relay NH 1-800-735-2964

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