

TITLE: ENVIRONMENTAL ANALYST II

LOCATIONS: Massachusetts Department of Environmental Protection (MassDEP) Northeast Regional Office, 205B Lowell Street, Wilmington, Massachusetts 01887 and MassDEP Southeast Region Main Office, 20 Riverside Drive, Lakeville, MA 02347

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, and retirement plan. This position requires the incumbent to work five days a week, 7 ½ hours per day. Certain work weeks may involve evening and weekend hours. In such cases, a typical work week may comprise some combination of the following hours: in-office daytime (26-40 hours), weekday evenings (4-12 hours), and/or weekend (2-4 hours). The work involves extensive travel within the jurisdiction. No vehicle or transportation will be provided: travel mileage is estimated to be 75-125 miles per week, and is reimbursed at the state rate.

This position will be filled upon receipt of funding.

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.

SUPERVISORY CONTROLS: Incumbent operates under the day to day supervision of the Regional Wetlands and Waterways (W/W) Program Section Chief with independence of action and delegation of professional decisions within his or her area of activity. Supervision and direction on administrative and procedural matters is provided by NEIWPC. The NEIWPC Lowell Office Project Manager evaluates job performance in coordination with the Regional W/W Program Section Chief.

JOB SUMMARY: Circuit Riders (CRs) provide critical assistance to both the W/W Program and municipalities. CRs are often the primary contact between municipalities and MassDEP. CRs report to the W/W Program Section Chief or their designee in the MassDEP regional offices and serve as the liaison between MassDEP and municipalities by providing outreach, training, and technical assistance on the effective administration of the Massachusetts Wetlands Protection Act (WPA) to local conservation commissions, consultants and applicants. The CR's technical assistance can include providing public outreach on a wide range of topics including: registration guidance for on-line eDEP applications, field plant identification and wetland delineation, stormwater control, enforcement guidance, forestry and agricultural exemptions, dock and pier permitting, site plan reading and interpretation, permitting procedural requirements, and project development issues to ensure compliance with environmental performance standards.

As such, CRs serve as the go-to MassDEP representatives for municipal officials when seeking assistance on a broad range of regulatory and environmental protection matters. As the MassDEP representatives who interact on a daily basis with municipal officials, CRs provide MassDEP with a unique and visible face in multiple communities across the Commonwealth. CRs establish personal networks in each municipality that facilitate reliable communications to ensure trustworthy two-way communication between MassDEP and municipal officials. CRs are uniquely positioned to address a

wide range of local environmental issues related to critical MassDEP W/W Program functions, including regulatory interpretations, technical assistance, and compliance and enforcement matters.

DUTIES AND RESPONSIBILITIES:

- Conduct and participate in meetings (including nights and weekends) with local boards, commissions, and conservation agents to assist interpreting regulations, policies and guidance.
- Conduct training workshops and assist in making presentations at other forums that will provide an opportunity to explain the regulations.
- Respond to requests for information from conservation commissions, the public, and other concerned parties in writing, electronically and via telecommunications.
- Provide technical assistance to conservation commissions on wetlands enforcement and compliance issues.
- Provide feedback from local conservation commissions to MassDEP’s Wetlands & Waterways Program Chiefs, Regional Wetlands Section Chiefs on wetlands and other related issues.
- Represent MassDEP at the Massachusetts Association of Conservation Commission’s Annual Conference.
- Develop a working knowledge of other MassDEP programs, particularly the Massachusetts Public Waterfront Act (Chapter 91), the Water Management Act, the Federal Safe Drinking Water Act, Title 5, and other Water Pollution Control Programs in order to assist and facilitate local municipal compliance, enforcement and implementation of these regulatory programs.
- Assist NEIWPC Project Manager, Business Operations Manager, and Executive Director in preparation of quarterly progress reports to EPA.
- Prepare articles or provide background materials for the NEIWPC publication *Interstate Waters*.
- Provide materials for inclusion in the *NEIWPC Annual Report*.
- Answer miscellaneous inquiries from state and federal agencies, consultants, and general public about water quality issues, technical publications, and NEIWPC programs.
- Other duties as assigned.

The satisfactory performance of the above duties and responsibilities requires the incumbent to have a thorough understanding of MassDEP’s 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 and top management levels, and with varied professional backgrounds. The ability to organize workload, and perform tasks in an accurate, concise, and timely manner is required.

RECOMMENDED QUALIFICATIONS:

Education

A master’s degree in environmental studies, environmental policy, natural science, public health, earth science, biology, chemistry or related field preferred.

Experience

Applicants must have at least (A) five years of full-time, or equivalent part time, technical or professional experience, of which (B) at least three years must have been in a professional capacity and, of which (C) at least one year must have been in a supervisory, managerial or administrative capacity or, (D) 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 wetlands, wetland science, wetlands monitoring, and watershed management.
- Knowledge of the Massachusetts Wetland Protection Act
- Knowledge of the Massachusetts Public Waterfront Act
- Knowledge of the Massachusetts Water management Act and Title 5
- Knowledge of the Federal Safe Drinking Water Act
- 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

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
Knowledge and understanding of federal environmental laws and regulations.
Knowledge of surface water hydrology.
Knowledge of water quality sampling and analysis procedures.

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.

Requirements

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.