

**TITLE:** ENVIRONMENTAL ANALYST I (Technical Assistant)

**EMPLOYER:** New England Interstate Water Pollution Control Commission (NEIWPC), 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:** Full-time benefits provided, but not included in salary range: vacation, personal and sick leave, health, life, disability, dental insurance, and retirement plan. This position requires the incumbent to work five days a week, 8 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.

The Lake Champlain Basin Program (LCBP) coordinates and funds 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, NEIWPC, 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.

**JOB SUMMARY:** The Technical Assistant works in coordination with the LCBP technical team to assist in facilitating research and implementation projects that address water quality and ecosystem challenges in the Lake Champlain Basin. This position involves review of Quality Assurance Project Plans that ensure high quality environmental data, and supports other technical activities as assigned. The Technical Assistant works closely with the Technical Coordinator on development of Technical Advisory Committee meeting agendas and project reviews. The incumbent develops and executes tasks that support projects that address nutrient reduction, flood resilience, aquatic invasive species, and stormwater management issues. The Technical Assistant 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 Assistant will prepare technical data and interpretation for use on the LCBP website and will support the maintenance of the website. The Technical Assistant will work with the LCBP Director and other LCBP staff to coordinate work for an ongoing International Joint Commission-funded Lake Champlain-Richelieu River flood mitigation study.

**DUTIES AND RESPONSIBILITIES:**

- **Project management.** Assist the Technical Coordinator and LCBP technical team in the implementation of LCBP technical tasks and oversight of selected contracts, including evaluating deliverables, budgets, and workplans.
- **Workgroups.** Assist Technical Coordinator on development of Technical Advisory Committee (TAC) meeting agendas and project reviews for LCBP technical programs.

- **Programmatic topics.** Develop Requests for Proposals and assist in the review process for LCBP grant programs. Assist technical staff in maintaining field projects as needed. Organize technical workshops to address water quality challenges in the Lake Champlain Basin. 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. Develop and deliver effective presentations at technical forums and other LCBP meetings. Serve on professional and advisory committees on behalf of LCBP.
- **Quality management.** 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.
- **Website.** 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.
- Other duties as assigned.

The satisfactory performance of the above duties and responsibilities requires the incumbent to have a thorough understanding of NEIWPC's and LCBP'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.

**SUPERVISORY CONTROLS:** Incumbent operates with substantial independence of action subject to the supervision of the LCBP Technical Coordinator who provides instruction on work, guidance and review of completed work to assure accuracy and adherence to established policy and requirements. Independently performs tasks in an efficient and effective manner, using good judgment. LCBP Technical Coordinator evaluates job performance in consultation with NEIWPC Lowell, Mass. staff.

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

Based on assignment, 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; and/or may exercise functional supervision (i.e., over certain but not all work activities, or over some or all work activities on a temporary basis) over 1-5 technical or professional personnel.

**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.

### **Personal Characteristics**

- Think and act in a broad collaborative style. Care deeply about the health and impact of all of NEIWPC and the Lake Champlain Basin Program
- Comfortable in group settings and welcomes collaboration
- Naturally prone to action with a focus toward continuous improvement
- Diplomatic and welcoming in their approach to others
- Able to manage change and articulate the need for that change
- 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

### **Special Knowledge and Skills**

- Excellent verbal and written communication skills
- Excellent grammar and editing skills
- Knowledge of or experience with Lake Champlain Basin resource issues
- Familiarity with technical data 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, spreadsheet and data analysis software, and geographic information systems
- Ability to exercise considerable tact and diplomacy
- Experience with or interest in technical data communication and infographic design
- Experience in website maintenance and WordPress content management systems is desirable but not necessary
- Fluency or proficiency in French is desirable but not necessary

**Requirements**

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 and a valid passport or smart-license is required.

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.