TITLE: ENVIRONMENTAL ENGINEER II

EMPLOYER: NEIWPCC, Wannalancit Mills, 650 Suffolk Street, Suite 410, Lowell, MA 01854.

LOCATION: New York City Department of Environmental Protection (NYC DEP), Bureau of Water Supply, 71 Smith Ave., Kingston, New York

SALARY: Grade & Step dependent on 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: NEIWPCC is a regional commission that helps the states of the Northeast preserve and advance water quality. We engage and convene water quality professionals and other interested parties from New England and New York to collaborate on water, wastewater, and environmental science challenges across the regions, ecosystems, and areas of expertise.

This position is governed by an agreement between the NEIWPCC and the New York City Department of Environmental Protection. Under that agreement, NEIWPCC was selected to provide services to assist NYC DEP in the management and replacement of certain wastewater treatment infrastructure at nearly 100 WWTPs located within the City’s water supply watershed.

JOB SUMMARY: The Environmental Engineer (EE) will perform all tasks associated with managing the assessment, replacement, and maintenance of certain wastewater treatment infrastructure that is required to be installed and maintained in the New York City water supply watershed. The installation, capital replacement, and O&M of this equipment is paid for by NYC DEP. Under the supervision of the Deputy Regional Water Engineer, at NYC DEP, the EE will focus on site inspections, meeting with WWTP owners, and coordinate with DEP’s compliance staff. This position is responsible for preparing and reviewing internal and external progress reports pursuant to the FAD, MOA, and other Agency requirements as requested. This position is responsible for managing multiple databases for tracking and monitoring program accomplishments, contract budgets, project coordination, payments, and related documentation.

DUTIES AND RESPONSIBILITIES
The satisfactory performance of the above duties and responsibilities requires the incumbent to develop a thorough understanding of NEIWPCC’s and NYC DEP’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, responsible, and timely manner is required. The incumbent will also effectively and successfully manage projects, develop contracts, track budgets and meet all deadlines in a timely and proactive manner.
SUPERVISORY CONTROLS: Incumbent operates with substantial independence of action and delegation of professional decisions within their area of activity. This position is contained within the Bureau of Water Supply within the NYC DEP. This engineer serves under the supervision of the Section Chief in Kingston, NY. Job performance is evaluated by the Section Chief (NYC DEP), and in consultation with the NEIWPCC Project Manager.

The incumbent will rely on their ability, expertise, and commitment to excellence. They 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; and exercise functional supervision (i.e., over certain but not all work activities, or over some or all work activities on a temporary basis) over 6-16 technical or professional personnel.

Recommended Qualifications:

Education
A master’s degree in environmental or civil engineering, or related field.

License
Preference will be given to a candidate with a New York State Professional Engineer's license and current registration, and two years of full-time experience in professional environmental engineering*, or possession of a professional engineer's license and current registration from a State or Territory of the United States by means of a 16-hour written licensing examination which is the equivalent of that given in New York State.

*Professional environmental engineering experience is defined as the application of engineering principles in identifying and solving engineering problems related to protecting and remediating air, land, and water resources.

Experience
Applicants must have at least (A) five years of full-time or equivalent part-time, technical or professional experience in the field of environmental or civil engineering, of which (B) at least three years must have been in a professional capacity, 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 a field referenced above or a related field may be substituted for a maximum of one year of the required (A) experience.*
II. A bachelor’s degree with a major in a field referenced above or a related field may be substituted for a maximum of one year of the required (A) experience.*
III. A graduate degree with a major in a field referenced above or a related field may be substituted for a maximum of three years of the required (A) experience and one year of the required (B) experience.*

*Education toward 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 wastewater
- 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 “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

**Special Knowledge and Skills**

Experience with operation of wastewater treatment utilities and facility reconstruction preferred
Experience with SPDES permits compliance action preferred
Experience with SPDES inspection process/procedures preferred
Experience and capability in working with state and local water/wastewater agencies
Contract development, oversight, and management
Project budget development and oversight
Attention to detail in reviewing invoices and tracking payments
Facilitation, collaboration, and conflict resolution with partners and stakeholders
Excellent communication skills, both verbal and written
Excellent organizational skills
Ability to work both independently and as part of a team
Maintains positive and productive working relationships with external partners and stakeholders
Demonstrates effective and proactive communication in a clear and concise manner
Exercises sound and responsible judgment
Acts in a professional manner
Excellent computer skills
Ability to work with federal, state and local officials

**Environmental Factors**

Duties are performed in the field as well as in an office setting, with the possible need for travel to adjoining states. Evening and weekend duty may be necessary. Some confrontational meetings with interest groups may occur, which will require good human relations skills and an ability to practice effective public participation techniques. The position is primarily an office-based job with routine travel throughout the watershed and occasional outdoor field work (site visits, tours, education/outreach events). A hard hat, safety vest, and safety shoes may be needed at times, and these items will be provided as PPE.

**Requirements**
A valid driver’s license and access to own transportation required. Attendance in the Lowell, MA office for a one day orientation during the first two weeks of employment and attendance at the annual All Staff Meeting are mandatory.