

TITLE: ENVIRONMENTAL ANALYST II

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

LOCATION: Mass DEP, Bureau of Water Resources - Drinking Water Program, One Winter Street, 5th Floor, Boston, Massachusetts 02108

SALARY: Grade and Step dependent upon level of qualifications and experience.

ADDITIONAL INFORMATION: As the position is part-time, benefits are not provided with the exception of Social Security, unemployment and workers' compensation insurance, and the salary reduction portion of the 403(b) plan. This position requires the incumbent to work a minimum two days per week and no more than 20 hours per week. This position will not extend past June 30, 2017. Incumbent will be compensated for approved travel expenses.

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 with substantial independence of action and delegation of professional decisions within his or her area of activity. MA DEP's Bureau of Water Resources, Capacity Development Coordinator, Michael Maynard, along with the Program Director of the Drinking Water Program (DWP), will evaluate job performance with input from Kristen McQuaide, NEIWPC Environmental Analyst.

JOB SUMMARY: With supervision from staff in the MA DEP's Bureau of Water Resources, Drinking Water Program, the Environmental Analyst position provides regional program support for the development and implementation of various Safe Drinking Water Act programs and trainings, including support to public water systems for the implementation of the Revised Total Coliform Rule (RTCR) and Lead and Copper Rule (LCR). The incumbent will also provide technical assistance to water suppliers and regional staff on Revised Total Coliform Rule Level 1 and Level 2 surveys, distribution systems operations, hydraulics, storage, maintenance operations, and technical treatment issues. The incumbent serves as the first point of contact for inquiries from the regulated community and the general public.

DUTIES AND RESPONSIBILITIES:

- Complete small systems training With MRWA and EPA
- Develop training for DWP staff on Level 1 and Level 2 C/E strategy
- Develop training for large PWS on RTCR including Level 1 and 2 assessments
- Develop Level 2 C/E strategy and templates
- Evaluate Level 1 surveys and develop Level 1 C/E strategy and templates
- Perform Level 2 surveys (with regional staff) based on repeat Level 1
- Assist in the timely completion (within 30 days) of the Level 2 Assessment form
- Provide support for SDWA programs by developing and implementing procedures to ensure compliance
- Provide onsite technical assistance to water systems with compliance issues, that add treatment or plan to add treatment or have distribution, operations, hydraulics, storage, and/or maintenance issues

- Provide technical assistance (via onsite, phone calls, training to “ priority” water systems)
- Provide group training and onsite technical assistance to water suppliers and regional staff or others on treatment techniques
- Perform site evaluation or collect data and samples from systems to determine DWP policies and programs on emerging or special federal or state requirements, e.g. manganese, new technology pilots, capital planning, etc.
- Provide training and support to DEP staff on distribution, operations, hydraulics, storage, maintenance operations, and technical treatment issues
- Develop training materials and hold training sessions for a statewide audience
- Liaison with small systems on new technologies and infrastructure funding options
- Respond to all small system referrals for technical assistance
- Review technical reports provided by the Boston coordinator, regional DWP chief, or POC on SDWA issues
- Perform comprehensive performance evaluations and/or sanitary surveys and provide follow-up technical assistance
- Perform registration of new PWS referrals from the regional DWP chief, POC, or capacity staff
- Follow-up in a timely manner on referrals from Boston or regional DWP chief for potentially non-complying PWS
- Encourage compliance and promote capacity in the SDWA program (e.g. potential list of violators for statistical annual reporting, corrosion control, etc.)

RECOMMENDED QUALIFICATIONS:

Education

A master’s degree in environmental engineering/science or related field.

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 science, biology, chemistry, earth science, environmental health, meteorology, natural science, toxicology, or public health, 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 fields 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 listed above may be substituted for a maximum of two years of the required (A) experience.*
- III. A graduate degree from a recognized school with a major in one of the fields listed above 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 the proportion of the requirements actually completed.

NOTE: Education substitutions will only be permitted for a maximum of one year of the required (B) experience. No substitutions will be permitted for the required (C) experience.

Special Knowledge and Skills

Knowledge and understanding of state and federal environmental regulations

Knowledge of SWDA and Well Drillers programs

Knowledge of groundwater, as well as surface water, hydrology

Excellent communication skills, both verbal and written

Excellent organization skills

Ability to work effectively with scientists and engineers

Ability to work both independently and as part of a team

Computer literacy, particularly database management

Ability to exercise considerable tact and diplomacy

Effective leadership and business management skills

Requirements

A valid driver's license and access to own transportation required.