

TITLE: Assistant Environmental Analyst – Compliance Assistant

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

LOCATION: State of Maine, Drinking Water Program, State House Station 11, 286 Water St, Augusta, ME 04333

SALARY: Grade & Step dependent on 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 Monday through Friday, 8 hours per day, except for approved compensatory time.

BACKGROUND INFORMATION: NEIWPC 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. NEIWPC is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

JOB SUMMARY: Work with Rules group and Data staff to provide technical support for the Drinking Water Program with a strong focus on data and compliance work.

DUTIES AND RESPONSIBILITIES:

- Learn about drinking water rules and regulations- including but not limited to sampling requirements, violations and compliance parameters.
- Become well-versed with our database of record- Safe Drinking Water Information System (SDWIS) to be able to assist with compliance work.
- Enter drinking water sample results, assist with tracking results and create and adjust sample schedules.
- Research potential violations to help determine compliance with drinking water regulations.
- Review compliance documents and record data in SDWIS or other tracking tools.
- Assist with letter creation & other documents- failure to monitor violations, exceedances, schedule changes, public water system requirements, informational guidance for public water systems or internal staff, etc.
- Work with Data/Rules team on special projects related to data cleanup/data improvement.
- Provide technical assistance on compliance and regulatory requirements to both internal staff and external customers (such as Public Water Systems).
- Other duties, as assigned by supervisor.

SUPERVISORY CONTROLS: The incumbent will operate under the general supervision of the Rules Administrator but will receive direction from other Rules Specialists, Data staff and possibly other Drinking Water Program staff. Various staff will provide instruction and guidance on the performance of tasks and data assignments. The incumbent will work both independently and in a team environment to complete necessary assignments in an effective and efficient manner. Job performance is evaluated by the Rules Administrator of the Maine DHHS Drinking Water Program, in conjunction with NEIWPC's project manager.

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

RECOMMENDED QUALIFICATIONS:

This section outlines expected education and experience levels associated with this position. Incumbents with alternative qualifications or who have taken a less traditional career path may be considered if an aptitude for success and a strong willingness to learn is clearly apparent.

Education

A bachelor's degree in environmental science or a related field.

Experience

Applicants must have at least (A) one year of full-time, or equivalent part time, technical or professional experience in the fields listed above, of which, (B) any equivalent combination of the required experience and the following substitutions.

Substitutions:

- I. An associate's degree with a major in the fields listed above may be substituted for a maximum of six months of the required (A) experience.*
- II. A bachelor's degree with a major in the fields listed above may be substituted for a maximum of one year of the required (A) experience.*
- III. A graduate degree with a major in the fields listed above may be substituted for required experience.*

* Education towards such a degree will be prorated on the basis of proportion of the requirements actually completed.

Personal Characteristics

- High attention to detail
- Enjoys research- able to figure out the answer to a problem, discovering discrepancies and thinking of how to fix the issue
- Capable of working in a collaborative environment- working with others to solve issues, gather information and make necessary determinations
- Adaptable and flexible- able to move from one task to another easily; able to learn various rule requirements and apply that knowledge to the work at hand; able to prioritize work and adjust tasks assignments based on need
- Able to work both independently (with limited supervision) and in a group setting, collaborating and asking necessary questions to get jobs done effectively and efficiently
- Good communication skills- both written and verbal- able to explain processes or information to others in a straight-forward, understandable manner, whether in written instructions or guidance documents or answering or asking questions via phone or email
- Strong work ethic- willingness to work to get the job done and done well and to complete tasks on time
- Have a desire to perform work that aids in the protection of public health

Special Knowledge and Skills

- Enjoy working with data
- Excellent communication skills, both written and verbal
- Excellent organizational skills
- Highly adaptable - able to learn multiple tasks and move quickly from one assignment to another based on need

- Ability to work both independently and as part of a team
- Excellent computer skills
- Strong science & math skills
- Ability to follow oral and written instructions
- Ability to maintain accurate records

Environmental Factors

Duties will be performed largely in an office setting

Requirements

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

Attendance in the Lowell office for a one-day orientation and at the annual All Staff Meeting is mandatory.