

TITLE: Environmental Analyst – Grant & Assistance Outreach Specialist

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 the Public Water System Inspection Team and the Drinking Water State Revolving Fund (DWSRF) Team to identify Public Water Systems (PWS) serving Disadvantaged Communities which need assistance and provide technical assistance with grant applications.

DUTIES AND RESPONSIBILITIES:

- Attend Public Water Inspection Team Meetings to develop a listing of PWSs with a need for financial & technical assistance.
- Meet with Enforcement staff to develop a listing of PWSs with a need for financial & technical assistance.
- Meet with DWSRF Team to develop a listing of PWSs with a need for financial & technical assistance and to understand the potential funding assistance to be offered.
- Participate in the development of grant applications, the solicitation of applicants, ranking, award and administration of multiple grant programs.
- Make presentations at Association Meetings and Conferences explaining Grants Offered by the Drinking Water Program.
- Meet with the owners and operators of PWS, Technical Services Providers, and Utility Associations to introduce grant opportunities.
- Assist the DWSRF Team with data improvement projects.
- Provide technical, operational and compliance assistance to enhance the ability of a PWS to protect public health.
- Oversee and manage several miscellaneous contracted projects as assigned by the DWP Management Team.
- Work with all public water systems in Maine, including but not limited to 1900 Community, Non-Transient Non-Community, and Transient Public Water Systems (PWS's).
- Provide technical assistance to PWS in the form of on-site system visits and off-site communications as required by the DWP.
- Other duties, as assigned by supervisor

SUPERVISORY CONTROLS: Incumbent operates under the general supervision of the DWSRF, Environmental Engineering Services & Water Resources Team Manager with specific day to day direction. In addition, the incumbent may receive direction from Managers, who may provide instruction on new work, guidance, and review of completed work to assure accuracy and adherence to established policy and rules. The incumbent will independently perform tasks in an efficient and effective manner, using good judgment. Job performance is evaluated by the Environmental Engineering Services Team Manager of Maine DHHS, in consultation 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, engineering, or a related field.

Experience

Applicants must have at least (A) three years of full-time, or equivalent part-time, technical or professional experience in the field above, of which (B) at least one year must have been in a professional capacity, (C) 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 two years 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 required experience.*

* Education toward such a degree will be prorated on the basis of the 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 the Drinking Water 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 "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
- Open to direct interaction with municipal officials and staff in communicating permit/fee reconciliation processes including for education and training.
- 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 communication skills, both verbal and written.
- Excellent organizational skills.
- Ability to work both independently and as part of a team.
- Excellent computer skills.
- Knowledge and experience with math/accounting
- Ability to follow oral and written instructions.
- Ability to maintain accurate records

Environmental Factors

Duties will be performed largely in an office setting, but with need for limited periodic travel.

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.