

**TITLE: Environmental Analyst (Drinking Water Specialist)**

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

**LOCATION:** NYS Department of Health, Bureau of Water Supply Protection, Division of Environmental Health Protection, Center for Environmental Health - Empire State Plaza, Corning Tower, Albany, New York 12237

**SALARY:** Grade and 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, 7½ hours per day, except for approved compensatory time.

The position is financially supported by a contract between New York State and NEIWPC that expires on August 31, 2023. The contract is currently under review for potential renewal through 2030.

**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.

The primary goal of the Drinking Water Source Protection Program in New York State is to develop and implement source water protection measures for public water systems throughout the State. Source water protection strategies are most effective when implemented at the local community level. As such, NEIWPC professionals will team with staff from NYSDOH.

**JOB SUMMARY:** The candidate will assist in implementing and continuing to evolve the statewide Drinking Water Source Protection Program (DWSP2). The candidate will be a resource for the regional staff who develop and implement DWSP2 plans across the state but may also develop DWSP2 plans. The incumbent will collaborate with other State agencies, regional planning boards, municipal leaders, water operators, local health departments and other stakeholders to implement plans and further develop the program. Drinking Water Specialist will assist the Bureau with other tasks related to water supply protection, such as water quality sampling, database management, data analysis, performing sanitary surveys or capacity assessments for public water systems.

**DUTIES AND RESPONSIBILITIES:**

- Collect, review, summarize, analyze, and/or develop recommendations involving environmental data associated with the sources of public drinking water and potential contaminant sources.
- Develop Drinking Water Source Protection Program (DWSP2) plans and provide technical assistance to communities to implement those plans.
- Develop written materials to provide guidance and training for local municipalities, governmental and non-governmental agencies, and local health departments (LHDs) on source water protection strategies and implementation.
- Provide support for associated programs by implementing procedures and performing sampling and testing to ensure compliance.
- Develop concise, coherent multi-media materials for communicating program activities and accomplishments (both internal and external agencies, interested parties, and the public).

- Assist in incorporating source water protection into the NYSDOH's Asset Management and Capacity Development Program. Advise regional staff on integrating asset management into their source protection work so proper technical assistance can be provided.
- Oversee the progress of regional staff working on DWSP2 plans with communities in NYS Central and Western regions
- Conduct internal, interagency, and regional meetings and workgroups focused on source water protection.
- Other duties as assigned by supervisor.

The satisfactory performance of the above duties and responsibilities requires the incumbent to have a thorough understanding of the Commission'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 and 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 some independence of action and delegation, and under the general supervision of the NEIWPC Program Manager (based in Capital Office – Albany NY), who provides instruction on new work, guidance, and review of completed work to assure accuracy and adherence to established policy and requirements. Job performance is evaluated by Ashley Inzerillo, NEIWPC Program Manager based in NYSDOH Capital office, and Kristine Wheeler of NYSDOH Bureau of Water Supply Protection (BWSP), in consultation with Lynn Porta, Environmental Analyst and NEIWPC Project Manager in Lowell, Massachusetts.

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.

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 6-15 technical or professional personnel.

### **Personal Characteristics**

- Think and act in a broad collaborative style. Care deeply about the health and impact of the entire organization
- Comfortable in group settings and welcomes collaboration
- Naturally prone to action with a focus toward continuous improvement
- Diplomatic and welcoming 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

**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 master's degree in environmental science, geography, biology, chemistry, earth science, geology, hydrogeology, hydrology, environmental health, toxicology, or public health.

**Experience**

Applicants must have at least (A) five years of full-time, or equivalent part-time, technical or professional experience in the fields listed above, 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 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 two years 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.

**Special Knowledge and Skills**

- Experience with community outreach, stakeholder engagement, and/or communicating with the public about complex state and federal programs
- Knowledge and understanding of state and federal environmental regulations
- Knowledge of Safe Drinking Water Act and SWAP programs
- Excellent communication skills, both verbal and written.
- Excellent organizational skills.
- Ability to work both independently and as part of a team.
- Excellent computer skills, including with Geographical Information Systems (GIS).
- 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 travel for which a valid driver's license and private means of transportation must be available. Position will require travel.

**Requirements**

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

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

Position requires incumbent to be in the office Monday – Friday for the first six months of employment. There is the possibility of a partial telework schedule post six-month evaluation.