

**TITLE:** Environmental Analyst

**LOCATION:** NEIWPCCE, Wannalancit Mills, 650 Suffolk Street, Suite 410, Lowell, MA 01854

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

**JOB SUMMARY:** Assists Director of Water Quality Programs with various program issues and grants and develops information on which policy decisions are based. Works with other project officers to prepare individual project/program element work plans and budgets, approves payments under those projects, and pursues potential new sources of funding for projects. Assists in the preparation of grant applications for new projects, contracts, and final project reports.

Activities are generally water quality oriented, but can cover a wide range of environmental issues, according to program needs and the incumbent's areas of expertise. The incumbent acts as technical advisor for NEIWPCCE, state agency staff, and public on those program issues; serves as staff support, clearinghouse for information, and meeting chairman for state agency staff work groups for those issues. Represents NEIWPCCE concerning those issues through public presentations, testimony, and participation in meetings and on various committees.

Assists the Executive Director and staff in the general operations of the office in program planning and reporting. Participates in meetings of the Executive Committee and Commission, Association of Clean Water Administrators (ACWA), Water Environment Federation (WEF), New England Water Environment Association (NEWEA), Environmental Law Institute (ELI) and the Environmental Protection Agency (EPA), where appropriate. Coordinates on inter-media issues with Northeast States for Coordinated Air Use Management (NESCAUM) and Northeast Waste Management Officials Association (NEWMOA).

#### **DUTIES AND RESPONSIBILITIES:**

**Project management.** Serve as project manager for work in support of NEIWPCCE's mission, with guidance from the Division Director. Areas of focus include regional and national Water Quality Standards (WQS), nutrient and numeric water quality standards, mercury, Total Maximum Daily Load (TMDLs), Clean Water Act 303(d) national listing and TMDL training workshops. Serve as project manager for the Long Island Nitrogen Action Plan (LINAP) including supervision of a one full-time staff member along with other projects in the New York region.

**Workgroups.** Organize workgroup meetings of appropriate state and federal staff. Arrange for meetings, distributes information, chairs, or co-chairs meetings. Prepare workgroup updates for Executive Committee and Commission meetings. Provides leadership to NEIWPCCE's WQS, nutrient and numeric water quality standards, and TMDL workgroups.

**Work plans/budgets/contracts/grants.** Develop and administer work plans, budgets, and contract/grant amendments while also providing contract management. Develop requests for proposals, selection of contractors, and management of contracts. Review of interim and final

products produced by contractors and vendors. Track specific budget elements, contracts, and invoices.

**Programmatic topics.** Coordinate with Wastewater and Onsite Program and Water Resource Protection Program staff on crosscutting program issues, including the pollution reduction Tracking and Accounting Collaborative. Answer miscellaneous inquiries from state and federal agencies, consultants, and the public about water quality, watershed, and technical publications, and NEIWPC programs.

**Quality management.** Work with Quality Assurance Program Manager to develop and review of Quality Assurance Project Plans as needed. Become a QA Designee if appropriate.

**Outreach.** Maintain appropriate webpages on NEIWPC website to ensure they are up-to-date and accurate. Provide background materials or write articles for various NEIWPC, or other, publications. Assist member states with water quality education and outreach projects as required.

Other duties as assigned.

**SUPERVISORY CONTROLS:** Incumbent operates with substantial independence of action and delegation of professional decisions within their area of activity. Consults with Director of Water Quality Programs and other staff on certain matters of policy. The Director of Water Quality Programs evaluates job performance.

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.

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 1-5 technical or professional personnel.

The satisfactory performance of the above duties and responsibilities requires the incumbent to have a thorough understanding of the NEIWPC'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.

**REQUIREMENTS:**

- A valid driver's license and access to own transportation required.
- Attendance is mandatory in the Lowell office for a one-day orientation and at the annual All Staff Meeting (held the last Thursday and Friday in March each year).
- This is a full-time position. This position requires incumbent to be in the office or at the assigned work location Monday – Friday for the first six months of employment. After six months of employment, this position may be eligible for a partial telework schedule, subject to approval and determined by program and office needs. Telework schedules are authorized by the Executive Director.
- Proof of COVID-19 Vaccination required.

**PREFERRED QUALIFICATIONS:** A bachelor’s degree in environmental studies, public policy, natural science, public health, earth science, biology, chemistry, or related field preferred. Applicants must have at least three years of full-time, or equivalent part time, technical or professional experience in the field of environmental studies, public policy, natural science, public health, earth science, biology, chemistry, or related field preferred; of which at least one years must have been in a professional capacity.

**Personal Characteristics**

- Naturally prone to action with a focus toward continuous improvement and is committed to contributing to the overall success of NEIWPC.
- Ability to build collaborative relationships across NEIWPC and our partners.
- Approachable and diplomatic in all interactions.
- Able to manage change and articulate the “value case” for it.
- A team player who is inclusive and willing to help others.
- Dependable and capable of fostering trust.
- Accepts responsibility and is accountable for results.
- Ability to write concisely to express thoughts clearly and to develop ideas in logical sequence.
- Ability to exercise discretion in handling confidential information.
- Excellent organizational skills and the ability to prioritize key deliverables.

**Special Knowledge and Skills**

- Experience working with a broad range of stakeholders in implementing environmental programs.
- Knowledge and experience with aspects of water quality and watershed management.
- Ability to work effectively with scientists, engineers, and managers, and to establish professional credibility.
- Ability to work independently, and as part of a team.
- Excellent computer skills, including, including word processing, spreadsheets, geographic information systems, and ability to perform basic statistical analysis.
- Ability to follow oral and written instructions.
- Ability to maintain accurate records.
- Knowledge and understanding of federal environmental laws and regulations.
- Knowledge of budget preparation and management.
- Knowledge of project and contract management.
- Knowledge of grant writing and management.

**ADDITIONAL INFORMATION:** Duties will be performed largely in an office setting, but with need for limited travel for which a valid driver’s license and private means of transportation must be available.

**SALARY:** Salary dependent upon level of experience and qualifications.

**BENEFITS:** Generous benefits package provided, which includes vacation, personal and sick leave, paid holidays as determined by office location; health, dental, disability and life insurance; retirement plan.