

TITLE: Environmental Analyst (Drinking Water Program Assistant)

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

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 partner with staff from NYSDOH to assist with the implementation of this program.

JOB SUMMARY: This NEIWPC Environmental Analyst 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, consultants, 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 will be performed largely in an office setting but will require travel.

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.
- Programmatic coordination with NYS Department of Environmental Conservation.
- 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 Metropolitan Area (MARO) regions.

- Conduct internal, interagency, and regional meetings and workgroups focused on source water protection.
- Work with NEIWPCO's Quality Assurance Program Manager to review Quality Assurance Project Plans as needed, with the opportunity to become a QA Designee if appropriate.
- Provide background materials or draft or write articles for various NEIWPCO, or other, publications. Present work products and programs to stakeholders and the general public.
- Other duties, as assigned.

SUPERVISORY CONTROLS: Incumbent operates with some independence of action and delegation, and under the general supervision of the NEIWPCO 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 the NEIWPCO Program Manager based in NYSDOH Capital office and the NEIWPCO Headquarters program contact, in consultation with the NYSDOH Bureau of Water Supply Protection (BWSP) supervisor.

The incumbent will rely on their ability, expertise, and commitment to excellence. They will also build NEIWPCO'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 1-5 technical or professional personnel.

PREFERRED QUALIFICATIONS: A master's degree in environmental science, geography, biology, chemistry, earth science, geology, hydrogeology, hydrology, environmental health, toxicology, Geographical Information Systems (GIS), public health, or related field.

At least five years of full-time, or equivalent part-time, technical, or professional experience in the field above, of which at least three years must have been in a professional capacity.

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 computer skills, including with GIS.
- Ability to follow oral and written instructions.
- Ability to maintain accurate records.

Personal Characteristics

- Naturally prone to action with a focus toward continuous improvement and is committed to contributing to the overall success of NEIWPCO.
- Ability to build collaborative relationships across NEIWPCO 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.

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.

SALARY: Salary dependent upon level of experience and qualifications.

BENEFITS: 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, 7 ½ hours per day, except for approved compensatory time.