

**TITLE: Environmental Analyst – Training Specialist**

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

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

**JOB SUMMARY:** Under the supervision of the Director of Wastewater & Onsite Programs, support NEIWPCC's wastewater training program. Activities are generally wastewater-oriented, but can cover a wide range of environmental topics, according to Division needs and areas of expertise. Acts as training specialist and clearinghouse for information to state partners, operators, and the public. Represents NEIWPCC through training activities, and by participating in state and regional conferences, trade shows, and other industry events.

**DUTIES AND RESPONSIBILITIES:**

**Training:** Support NEIWPCC's training program, including assisting with existing virtual and in-person courses, and collaborating on development of new online self-paced training. Help coordinate the regular training schedule, host courses, and support trainers with technical and logistical needs; identify and solicit new instructors for emerging topics and technologies; maintain and continuously improve the library of course materials; monitor training effectiveness and feedback; and recommend improvements. Assist the Division Director with development and implementation of new self-paced wastewater curriculum, helping to establish goals, standards, and guidelines for learning content; identify gaps in existing training that can be closed by self-paced offerings; collaborate with subject matter experts and stakeholders to create courses on the Learning Management System; and roll out the new training platform to wastewater operators throughout the northeast and beyond.

**Programmatic Support:** Provide general support and assistance to the Division Director. Support preparation of quarterly progress reports to EPA and other funding agencies. Maintain appropriate pages on NEIWPCC's website to ensure they are up-to-date and accurate. Prepare articles or provide background materials for NEIWPCC publications. Coordinate on crosscutting topics with other divisions, including Water Quality and Water Resource Protection, as needed. Support the formulation of responses to inquiries from state and federal agencies, consultants, and the general public about wastewater, water quality issues, technical publications, and NEIWPCC programs.

**Quality Management:** Work with Quality Assurance Program Manager with review of Quality Assurance Project Plans as needed.

**Outreach:** Maintain appropriate webpages on NEIWPCC website to ensure they are up-to-date and accurate. Provide background materials or write articles for various NEIWPCC, or other, publications.

Other Duties as assigned.

The satisfactory performance of the above duties and responsibilities requires a thorough understanding of NEIWPCC's programs, organization, and policies; exercise initiative and resourcefulness in complicated situations; and work effectively with state and federal contacts at varying positional levels and professional backgrounds. The ability to organize workload and perform tasks in an accurate, conclusive, and timely manner, is required.

**SUPERVISORY CONTROLS:**

Works closely with and receives direct supervision from the Director of Wastewater and Onsite Programs, who provides policy guidance and assigns work. The Division Director evaluates job performance for conformance with professional standards and compliance with law, rules, regulations and established procedures.

The incumbent will rely on their ability, expertise, and commitment to excellence. They will also build NEIWPCC'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:**

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.

**General:** Incumbents will be well-organized and highly motivated, have strong writing and editing skills, and a high level of comfort with computers. Additional attributes include a keen attention to detail and the ability to work independently.

**Education:**

- A degree in civil or environmental engineering, environmental studies, natural science, public health, earth science, biology, chemistry, or related field preferred.
- A Massachusetts Grade 2M wastewater license, or ability to obtain such license within 18 months of hire, is required.

**Experience:**

Applicants must have at least three years of full-time, or equivalent part-time, technical, or professional experience, of which at least one year 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 NEIWPCC.
- Ability to build collaborative relationships across NEIWPCC 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 exercise discretion in handling confidential information.

**Special Knowledge and Skills:**

- Knowledge of wastewater collection and treatment
- Experience with Learning Management Systems
- Excellent computer skills, including proficiency with Microsoft Word, PowerPoint, and Access, as well as comfort with Adobe Acrobat and online meeting platforms
- Excellent communication skills, both verbal and written
- Excellent organizational skills
- Ability to work both independently and as part of a team
- 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 is required.
- Attendance is mandatory in the Lowell office for 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.