

**TITLE:** ENVIRONMENTAL ANALYST

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

**LOCATION:** Rhode Island Department of Environmental Management, 235 Promenade Street, Providence, RI

**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.

This NEIWPC Environmental Analyst will partner with the Rhode Island Department of Environmental Management (RI DEM) to administer the Underground Storage Tank (UST) program, whose purpose is to protect human health and the environment from leaking underground storage tanks. One of the responsibilities of the program is to administer the UST Fund. Upon the discovery of a leaking underground storage tank (LUST), owners can apply to the Fund for reimbursement of eligible expenses associated with investigating and/or remediating said release.

**JOB SUMMARY:** In collaboration with the RI DEM-Office of Land Revitalization and Sustainable Materials Management (OLR&SMM), the incumbent will assist with the implementation of the Rhode Island Underground Storage Tank Financial Responsibility Act. The UST Fund is a mechanism for USTs owners to comply with financial responsibility requirements and to ensure that the environment and public health impacts of leaks from USTs are cleaned up in an accordance with the regulations. The UST Fund reimburses responsible parties for eligible expenses associated with releases from certain USTs provided the facility is in compliance with the regulations at the time of the release.

The incumbent will also assist RI DEM-OLR&SMM with special projects related to LUST site remediation. Duties will include oversight of budgets, hiring of contractors, generating purchase orders and payment requests, hosting meetings and composing special project reports for the projects funded through MTBE settlements.

Duties will be performed largely in an office setting, but does include outdoor field assignments, with need for limited local and regional travel to participate in related meetings for which a valid driver's license and private transportation must be available.

**DUTIES AND RESPONSIBILITIES:**

- Conduct compliance reviews and other related inspections to evaluate and ensure conformance with existing Fund laws, rules, and regulations.
- Review UST Fund compliance applications and determine compliance at the time of the release.
- Review UST Fund reimbursement applications for eligibility under the RI UST Financial Responsibility Act and the U.S. EPA Financial Responsibility regulations.
- Compile relevant data on UST Fund and LUST sites as needed.
- Document and present recommendations to the DEM-OLR&SMM managers concerning Fund and LUST policies and procedures and provide the rationale for anticipated changes.

- Participate in project meetings with RI DEM staff and other resource persons pertaining to the Fund or LUST sites.
- Provide administrative support to LUST project managers for projects bid through the State of Rhode Island Division of Purchases and supported by the Fund or MTBE settlement monies.
- Prepare grant applications, memos, white papers, and technical summaries related to LUST sites and remediation in general.
- Coordinate and facilitate meetings between RIDEM, other State agencies, federal entities, non-profits, etc. to advance work and policy related to the UST Fund and LUST site remediation.
- Prepare quarterly progress reports.
- Develop updated content for RIDEM website as needed.
- Maintain a Quality Assurance Project Plan (QAPP) and SOPs for LUST projects. Work with NEIWPCCE's Quality Assurance Program Manager to review Quality Assurance Project Plans as needed, with the opportunity to become a QA Designee if appropriate.
- Represent the RI DEM & NEIWPCCE at scientific conferences.
- Interact with academic researchers, EPA researchers and program officials, and other state officials.
- Plan and order supplies to support all field work under supervision.
- Provide background materials, and draft, write, and present articles and work products for various publications and stakeholders.
- Provide content for NEIWPCCE publications, examples include L.U.S.T. Line, Interstate Waters Magazine, Streamlined, Annual Reports, State Summaries, as well as the NEIWPCCE website and social media.
- Other duties, as assigned.

**SUPERVISORY CONTROLS:** Incumbent operates with substantial independence of action and delegation of professional decisions within their area of activity. Job performance is evaluated by the NEIWPCCE program contact in consultation with the RI DEM OLR&SMM assigned Manager.

The incumbent will rely on their ability, expertise, and commitment to excellence. The incumbent also will build NEIWPCCE's culture which focuses on honesty, ethical behavior, personal integrity, respect for others, transparency, hard work, and collaborative teamwork.

**PREFERRED QUALIFICATIONS:** A bachelor's degree in one of the following: environmental sciences, environmental, civil, or chemical engineering, finance, project management, or a closely related field.

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

### **Special Knowledge and Skills**

- Ability to prepare financial statements or documents.
- Knowledge of construction project management principles.
- Knowledge of the principles, methods, and procedures of construction contracting, safety, and accounting.
- Knowledge of state procurement methods for contractor services and the evaluation of vendors qualifications.
- Basic knowledge of the principles and practices of environmental quality protection, including environmental remediation.

- Knowledge of the federal and state environmental laws and regulations.
- Excellent computer skills.

### **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 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 on 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. This position requires the incumbent to work five days a week, 7 ½ hours per day, except for approved compensatory time.