

**TITLE:** Environmental Engineer (Engineer-in-Training)

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

**LOCATION:** NYS Department of Environmental Conservation, 625 Broadway, Albany, NY 12233

**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. This position is responsible for assisting the New York State Department of Environmental Conservation (NYSDEC) in overseeing an administrative consent order to abate combined sewer overflows (CSO) for the New York City Department of Environmental Protection (NYCDEP).

**JOB SUMMARY:** The Environmental Engineer will monitor the progress of, conduct reviews of, and provide comments on work completed under NYCDEP's CSO Consent Order. The position is based in Albany, NY, and frequent travel to New York City for meetings and site inspections is required.

**DUTIES AND RESPONSIBILITIES:** The major duties and responsibilities of the Environmental Engineer include:

1. Conducting monthly field inspections of active construction projects to monitor compliance with accordance with CSO Order milestones and preparing inspection reports documenting the status of construction and any issues that might impact timely completion of projects.
2. Completing comprehensive technical reviews of and providing comments on final design plans and design specifications for projects required under CSO Order.
3. Completing reviews of and providing comments on other documents submitted under the CSO Order, including updates to long-term control plans, modification requests, force majeure, technical reports, analyses, and memoranda, scopes of work, field sampling plans and results.
4. Preparing letters, technical memoranda, presentations, and other documentation related to execution of the CSO Consent Order.
5. Participating in planning and design meetings, construction progress meetings, public information meetings, settlement negotiations, and other meetings as requested by NYSDEC, NEIWPC and/or NYCDEP.

**SUPERVISORY CONTROLS:** The Environmental Engineer must be able to work independently with minimal supervision but will report to the NYSDEC New York City Municipal Compliance Section (NYCMCS) Chief. All policy interpretation and other official decisions will be made by the NYCMCS Chief. Job performance is evaluated by the NEIWPC Project Manager, in consultation with the NYCMCS Chief and the CSO Project Director.

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 exercise direct supervision (i.e. not through an intermediate level supervisor) over, assign work to, review the performance of 1-5 professional personnel; and exercise indirect supervision (i.e., through an intermediate level supervisor) over 6-15 professional and/or technical personnel; and 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.

**PREFERRED QUALIFICATIONS:** A bachelor's degree in environmental, civil, chemical, or mechanical engineering or related field. Engineer-in-Training Certificate or willingness to take the FE exam to obtain one.

At least five years of full-time, or equivalent part-time, technical or professional experience in environmental, mechanical or civil engineering or related field, of which at least three 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 NEIWPCCC.
- Ability to build collaborative relationships across NEIWPCCC 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.

**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.