

TITLE: Environmental Engineer/Analyst (Wastewater Infrastructure Project Manager)

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

LOCATION: New York City Department of Environmental Protection (NYC DEP), Bureau of Water Supply, 71 Smith Ave., Kingston, NY; or 2 Walker Rd, Valhalla, NY; or 669 Route 38, Arkville, NY.

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.

This position is governed by an agreement between NEIWPCC and the New York City Department of Environmental Protection. Under that agreement, NEIWPCC was selected to provide services to assist NYC DEP in the management and replacement of certain wastewater treatment infrastructure at nearly 100 WWTPs located within the City's water supply watershed.

JOB SUMMARY: The incumbent will perform all tasks associated with managing the assessment, replacement, and maintenance of certain wastewater treatment infrastructure that is required to be installed and maintained in the New York City water supply watershed. The installation, capital replacement, and O&M of this equipment is paid for by NYC DEP. Under the supervision of the Deputy Regional Water Engineer, the incumbent will focus on performing site inspections, meeting with WWTP owners, reviewing contract documents and scopes of work for eligible projects, and coordinating with DEP's compliance staff. This position is responsible for preparing and reviewing internal and external progress reports pursuant to the Filtration Avoidance Determination (FAD), Memorandum of Agreement, and other Agency requirements as requested. This position is responsible for managing multiple databases for tracking and monitoring program accomplishments, contract budgets, project coordination, payments, and related documentation. This position requires the incumbent to work five days a week, 7 ½ hours per day, except for approved compensatory time. Duties will be performed largely in an office setting but will require travel.

DUTIES AND RESPONSIBILITIES: The satisfactory performance of the above duties and responsibilities requires the incumbent to develop a thorough understanding of NEIWPCC's and NYC DEP'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 top management levels, and with varied professional backgrounds. The ability to organize workload, and perform tasks in an accurate, conclusive, responsible, and timely manner is required. The incumbent will also effectively and successfully manage projects, develop contracts, track budgets, and meet all deadlines in a timely and proactive manner. The incumbent may assist in developing and implementing other water quality protection projects in the NYC watershed as assigned.

Other duties may include:

- Provide background materials, draft, write, and present articles and work products for various publications and stakeholders.

- Provide content for NEIWPCO publications, examples include Interstate Waters Magazine, Streamlined, Annual Reports, State Summaries, as well as the NEIWPCO website and social media.
- Maintain a Quality Assurance Project Plan (QAPP) and SOPs for projects. 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.

SUPERVISORY CONTROLS: Incumbent operates with substantial independence of action and delegation of professional decisions within their area of activity. This position is contained within the Bureau of Water Supply within the NYC DEP. Incumbent serves under the supervision of the Program Manager in Kingston, NY. Job performance is evaluated by the NEIWPCO Project Manager, in consultation with the Program Manager (NYC DEP).

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.

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.

PREFERRED QUALIFICATIONS: A bachelor's degree in environmental or civil engineering, or related field. At least two years of full-time, or equivalent part-time, technical, or professional experience in the fields above.

Alternatively, the above experience can be substituted with 5-10 years of wastewater facility operations and maintenance experience, and the possession of a current wastewater treatment operator's license for the state of New York.

Preference will be given to a candidate with an engineering degree, three years of full-time experience in environmental engineering, or possession of a professional engineer's license and current registration from a State or Territory of the United States.

Special Knowledge and Skills

- Experience with operation of wastewater treatment utilities and facility reconstruction preferred.
- Experience with SPDES permits compliance action preferred.

- Experience with SPDES inspection process/procedures preferred.
- Experience and capability in working with state and local water/wastewater agencies.
- Contract development, oversight, and management
- Project budget development and oversight
- Attention to detail in reviewing invoices and tracking payments.
- Facilitation, collaboration, and conflict resolution with partners and stakeholders
- Excellent communication skills, both verbal and written
- Excellent organizational skills
- Ability to work both independently and as part of a team.
- Maintains positive and productive working relationships with external partners and stakeholders.
- Demonstrates effective and proactive communication in a clear and concise manner.
- Exercises sound and responsible judgment
- Acts in a professional manner.
- Excellent computer skills
- Ability to work with federal, state, and local officials.

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.

ADDITIONAL INFORMATION: Duties are performed in the field as well as in an office setting, with the possible need for travel to adjoining states. Evening and weekend duty may be necessary. Some confrontational meetings with interest groups may occur, which will require good human relations skills and an ability to practice effective public participation techniques. The position is primarily an office-based job with routine travel throughout the watershed and occasional outdoor field work (site visits, tours, education/outreach events). A hard hat, safety vest, and safety shoes may be needed at times, and these items will be provided as PPE.

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.