

TITLE: Environmental Analyst – Technical Assistance Provider (TAP)

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

LOCATION: State of Maine, Drinking Water Program, State House Station 11, 286 Water St, Augusta, ME 04333

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.

JOB SUMMARY: Work with the Public Water System Inspection Team to provide support for the Drinking Water Program.

DUTIES AND RESPONSIBILITIES:

- Participate in field visits as requested by the Compliance Unit Supervisor.
- Research information for Public Water Inspection Team and Compliance Unit.
- Assist the Drinking Water Program (DWP) with data improvement projects.
- Provide technical, operational and compliance assistance to enhance the ability of a PWS to protect public health.
- Provide onsite personalized technical assistance and education to promote compliance and increased technical, managerial, and financial capacity of public water system owners and operators.
- Work with all public water systems in Maine, including but not limited to 1,700 Community, Non-Transient Non-Community, and Transient Public Water Systems (PWS's).
- TAP will provide technical assistance to PWS in the form of on-site system visits and off-site communications as required by the DWP.
- Other duties, as assigned by supervisor.

SUPERVISORY CONTROLS: Incumbent operates under the general supervision of the Compliance Unit Manager with specific day to day direction. In addition, the incumbent may receive direction from the Public Water Inspectors, who may provide instruction on new work, guidance, and review of completed work to assure accuracy and adherence to established policy and rules. The incumbent will independently perform tasks in an efficient and effective manner, using good judgment. Job performance is evaluated by the Compliance Unit Manager, in consultation with NEIWPC's project manager.

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.

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.

Education

A bachelor's degree in environmental science or a related field.

Experience

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

Personal Characteristics

- Comfortable working directly with PWS owners, operators, including in the field.
- Think and act in a broad collaborative style. Care deeply about the health and impact of the entire organization, not just the Drinking Water Program.
- Open to direct interaction with municipal officials and staff in communicating permit/fee reconciliation processes including for education and training.
- 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.

Special Knowledge and Skills

- Excellent communication skills, both verbal and written.
- Excellent organizational skills.
- Ability to work both independently and as part of a team.
- Excellent computer skills.
- Knowledge and experience with math/accounting.
- Ability to follow oral and written instructions.
- Ability to maintain accurate records.

Environmental Factors

Duties will be performed in an office setting but travel throughout the State of Maine is required and could be two to three times a week depending on need and season.

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.

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, 8 hours per day, except for approved compensatory time.