

**TITLE: ENVIRONMENTAL ANALYST (SWMP Technician)**

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

**LOCATION:** NYSDEC's Hudson River National Estuarine Research Reserve (NERR) Headquarters at Norrie Point Environmental Center, Norrie Point Way, Staatsburg, NY 12580.

**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.

The Hudson River National Estuarine Research Reserve was established in 1982 when New York State and the National Oceanic and Atmospheric Administration designated four Hudson River Reserve sites. The programs were undertaken to protect and improve the natural and human resources of the Hudson River Basin. Partners in the program include the NYSDEC Marine Resources, NOAA, NEIWPCC and other federal, state and local agencies.

**JOB SUMMARY:** The incumbent will collect data on water quality, nutrients, weather, and habitat using standard methods of the NERRS System Wide Monitoring Program (SWMP) to maintain compliance with NOAA program requirements and to support HRNERR research priorities. They will maintain and operate various monitoring equipment within the confines of the Reserve boundaries. This will also involve providing quality control over collected data. The incumbent will prepare and submit quarterly and annual data and associated metadata packages as required by the SWMP protocol to the Research Coordinator. Chemistry and laboratory skills will be utilized to process and record water quality nutrient data using a SEAL discrete autoanalyzer and to support the general operations of the Norrie Point Environmental Center Laboratory. The role will also involve conducting routine maintenance and troubleshooting of the instrument and associated software.

The candidate will provide field assistance and equipment maintenance to support the operation of tide stations, submerged aquatic vegetation (SAV) restoration, and carbon sequestration evaluation for climate change research. They will provide additional logistical and research support to other reserve staff, outside researchers, and other undefined tasks to benefit NEIWPCC, NYSDEC, and HRNERR as deemed necessary. This may include, but not be limited to transport, field assistance, data analysis and equipment maintenance for other projects. The role will also assist with the supervision of seasonal and hourly interns, who will support the overall completion of mandated SWMP protocol.

**DUTIES AND RESPONSIBILITIES:**

Specific duties, working in both laboratory and field settings, include:

- Perform tasks defined by the NERRS System-wide monitoring program (SWMP) and the Hudson River Environmental Conditions Observing System (HRECOS).
  - Calibrate, deploy, and maintain data loggers, collect water samples and field data, operate weather stations, and maintain and operate data telemetry equipment.
- Operate and maintain laboratory instrumentation (SEAL Discrete Autoanalyzer, benchtop fluorometer, balances) to process nutrient samples in-house in compliance

with NERRS SWMP, EPA Chemical Waste Management, and NY State Environmental Laboratory Approval Program (ELAP) protocols.

- Prepare standards and reagents used in nutrient analysis, clean glassware, and maintain the safe storage, handling, and disposal of chemicals.
- Assist with the management of a large volume of data following NERRS and HRECOS QA/QC protocols to maintain and update databases. Assist the Research Coordinator in the delivery of data quarterly and annually to NERRS Centralized Data Management Office (CDMO) web site and HRECOS website.
  - Maintain complete and accurate files. Manage all files pertaining to the SWMP, laboratory practices, internship administrative documents, SOPs, and other activities conducted by research staff.
- As needed, provide technical assistance to the HRECOS Coordinator.
  - Provide field and laboratory assistance for water quality and meteorological instrument calibration, data telemetry, station troubleshooting, and other requests by the HRECOS Coordinator.
- Assist the Research Coordinator with the operation of a NOAA National Water Level Observation Network (NWLON) tide station at Turkey Point and additional stations planned within the Hudson River Physical Oceanographic Real-Time System (HRPORTS).
  - Assist in the maintenance, operation, vertical control, and upkeep of NWLON and HRPORTS station equipment and infrastructure.
- Support higher-level staff in data collection for monitoring emergent tidal marsh vegetation and submerged aquatic vegetation (SAV) habitats and monitoring marsh accretion rates with the collection of Surface Elevation Tables (SETs) data as part of the NERRS Wetlands and Water Levels protocols.
  - Provide field assistance and equipment maintenance for vegetation monitoring.
  - Provide field assistance and equipment maintenance for SETs.
- Attend trainings to enhance job skills as appropriate.
  - Attend the annual NERRS Technician Training and other technical conferences to present HRNERR research results.
- Participate in state and national initiatives through involvement in meetings and committees within NYSDEC and NERRS.
  - Attend the quarterly HRECOS meetings to present HRNERR research results.
- Provide logistical and technical assistance to visiting scientists in the field and in the lab to support HRNERR collaborative research.
  - Attend HRNERR collaborative science meetings that involve monitoring data, climate change research on carbon sequestration evaluation and restoration research on rearing and planting SAV, and other priority projects as needed.
- Support Norrie operations through the maintenance of field and laboratory equipment.
  - Perform instrument calibration, equipment repair, vehicle maintenance, and field gear preparation. Maintain and update laboratory inventories to inform the ordering of additional supplies and instrumentation from appropriate vendors.
- Assist with the supervision and guidance of any HRNERR full-time seasonal interns and seasonal college interns.
  - Assist with the coordination of internship resources (e.g. New York Leaders, universities and colleges, research institutions) to solicit and seasonal internships.
- Stay informed of current administrative policies and standard operating procedures, including but not limited to those related to Health and Safety.
  - Comply with the administrative requirements of NEIWPC, Department of Environmental Conservation, Division of Marine Resources, and Division of Water.
- Handle special projects as requested.
- Other duties as required.

The satisfactory performance of the above duties and responsibilities requires the incumbent to develop a thorough understanding of NEIWPCCC's and NYSDEC'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 and timely manner is required.

**SUPERVISORY CONTROLS:** Incumbent operates with independence of action and delegation of professional decisions within their area of activity. Job performance evaluation and direct supervision is provided by Chris Mitchell, NEIWPCCC/HRNERR Research Coordinator, in consultation with the NEIWPCCC project manager.

The incumbent will rely on their ability, expertise, and commitment to excellence. They will also build NEIWPCCC'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 may 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 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.

## **RECOMMENDED QUALIFICATIONS:**

### **Education**

A bachelor's degree in environmental science, biology, chemistry, engineering, or a related field.

### **Experience**

Applicants must have at least (A) one year of full-time, or equivalent part-time, technical or professional experience in the field of environmental science, biology, chemistry, earth science, environmental health, meteorology, natural science, toxicology or public health, of which, (B) at least six months of hands-on experience with environmental laboratory and/or field work from either a classroom or professional setting.

### **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.

**Special Knowledge and Skills**

- Knowledge of water quality sampling and analysis procedures
- Ability to carefully follow rigorous sampling procedures
- Exhibit strong problem-solving skills
- Ability to operate boats and off-road vehicles
- Ability to use hand and power tools
- Knowledge of biological, chemical, and physical water quality indicators
- Excellent computer skills, particularly Windows, MS Excel, and MS Access
- Ability to work both independently and as part of a team
- Excellent organizational skills

**Environmental Factors**

Position requires frequent day trips throughout the Hudson River Estuary, occasionally working under adverse conditions in outdoor settings. The individual must be able to swim and lift up to 50 lbs. Evening and weekend work may be required in order to collect and process samples.

**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.