

TITLE: Environmental Analyst

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

LOCATION: State of Maine, Drinking Water Program (DWP), 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: This position is responsible for determining public water system compliance with the state and federal safe drinking water regulations. This position assures that compliance monitoring schedules entered and maintained in the SDWIS database are correct, complete and consistent with rules regulating public water systems. If a PWS falls out of compliance with drinking water regulations, this position will assist with issuing a violation against the PWS. This position is also responsible for communicating regulatory requirements to staff and public water systems through training and direct meetings.

DUTIES AND RESPONSIBILITIES:

- Read, understand and interpret all federal and state rules, regulations and policies related to drinking water. Be able to apply this knowledge to daily work requirements. Be able to disseminate information on the rule requirements to internal staff, public water systems and external partners to assist in their understanding of necessary requirements.
- Review Monthly Operating Reports, Lead-Copper documents, Consumer Confidence Reports and Copies of Public Notices for accuracy and completeness. This review assures that the documents submitted by the public water systems are correct, complete, and meet regulatory requirements.
- Review Alerts Reports for notice to Public Water System Inspectors concerning results of water analyses and status of compliance with regulations.
- Review New System or New Source Approval sample results. Determine monitoring and treatment requirements.
- Review treatment applications to ensure that proposed treatment meets minimum requirements. Determine sampling schedules based on the treatment design for inclusion in draft treatment approval letters.
- Train DWP staff on various requirements and protocols associated with drinking water regulations. Develop and revise appropriate policies and procedures to assure consistent rule implementation. Provide review of other team's policy and procedures for rule consistency.
- Review compliance history and status for systems in formal enforcement through research of documentation and sample results. Assist in developing return to compliance strategies.
- Build and maintain awareness of potential contaminants and issues related to water quality issues and upcoming rules through national and local publications. Work with the Engineering and Water Resources Section to refer concerns and address DWP interests.

- Provide rule specific training both internally and for water systems.
- Assist with communication of complex regulatory requirements to public water systems.
- Work with Education and Outreach staff to provide information on the development of factsheets and website information. Serve as a rule resource and support training as needed.

SUPERVISORY CONTROLS: Incumbent operates under the general supervision of the Rule Administrator who provides instruction on new work, guidance and review of completed work to assure accuracy and adherence to established policy and requirements. Independently performs tasks in an efficient and effective manner, using good judgment. Job performance is evaluated by Ami Stillings, of ME DHHS, in consultation with the NEIWPC 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.

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.

PREFERRED QUALIFICATIONS:

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

- 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.

Special Knowledge and Skills

- Ability to understand biological and chemical basis of regulatory compliance and health concerns
- Excellent communication skills, both verbal and written.
- Excellent organizational and time management skills.
- Ability to maintain accurate records and research historical records.

- Ability to work both independently and as part of a team.
- Excellent computer skills, in particular databases and spreadsheets.
- Ability to follow oral and written instructions.
- Excellent attention to detail.

Environmental Factors

Duties will be performed largely in an office setting, but with need for limited travel.

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.