

**TITLE:** Environmental Analyst

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

**LOCATION:** NEIWPCC South Portland Office, 584 Main Street, South Portland, ME 04106

**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.

**JOB SUMMARY:** Assists the South Portland Program Manager with various program issues, grant management, and develops information on which NEIWPCC policy decisions are based.

Activities are generally related to the Maine Joint Environmental Training Coordinating Committee (JETCC), the State of Maine wastewater operator and non-point source certification and training programs, and the Training & Technical Assistance program, but can cover a wide range of environmental issues, according to program needs and the incumbent's area of expertise.

The incumbent serves as technical advisor for NEIWPCC, state agency staff, and the public on those program issues; serves as staff support, clearinghouse for information, and meeting chair for state agency staff workgroups for those issues. Incumbent represents NEIWPCC concerning those issues through public presentations, testimony, and participation in meetings and on various committees.

The incumbent: assists the South Portland Program Manager, the Wastewater and Onsite Programs Division, and staff in the general operations of the office in program planning and reporting; participates in meetings of the Executive Committee, Commission, the Maine Joint Environmental Training Coordinating Committee (JETCC), Water Environment Federation (WEF), New England Water Environment Association (NEWEA), Maine Water Environment Association (MEWEA), Maine Water Utilities Association (MWUA), Water Professionals International (WPI), and Environmental Protection Agency (EPA), where appropriate.

**DUTIES AND RESPONSIBILITIES:**

**Certification and Renewal Programs:** Coordinate the Maine State Wastewater Operator Certification and Renewal Program and the Maine Nonpoint Source Erosion Control Certification and Training Program, including processing initial certification applications and renewal applications. Communicate and coordinate with Maine DEP staff on program implementation, including receipt and processing of TCH requests. Provides support to operators and contractors in need of guidance on processes and requirements. Contributes to related agency rulemaking processes, as needed.

**Workgroups:** Organize workgroup meetings of appropriate state and federal staff. Develop agendas, organize and facilitate meetings, and respond to workgroup member requests for information and support. Prepare relevant updates for Executive Committee and Commission meetings.

- **Regional Wastewater Training and Certification:** Coordinate NEIWPCCC's regional wastewater training and certification workgroup including meetings to be held at least quarterly. Include regional wastewater management school leads in at least one meeting per year.

**Training, Conference, and Meeting Support:** Host remote and in-person JETCC trainings. Support planning, development, and execution of JETCC training, Management Candidate School, Wastewater Operator School, and North Country Convention. Develop and advise on self-paced training products. Accurately enter information into databases for various workshops, conferences, etc. Produce registration lists, name badges, status reports; track payments, provide receipts and issue certificates, when required. Assist with registration at large conferences and workshops, if needed.

**Technical Assistance Support:** Work closely with Technical Assistance Providers to support technical assistance activities for wastewater utilities in NEIWPCCC's member states. Act as a primary point of contact for beneficiaries of assistance. Accurately record and track assistance activities and contribute to reporting as needed.

**Develop and Maintain Communication Products:** Design, layout and arrange content for training notices, reminders, save the date flyers, Quarterly NewsBrief and other publicity. Collaborate on development of materials for the biennial JETCC North Country Convention, including conference program and supporting publications. Maintain South Portland-JETCC section of the website, updating content as appropriate and managing structural changes in consultation with the South Portland Program Manager.

**Financial, Contract, & Grant Management:** Develop work plans, budgets, and contract/grant amendments. Track specific budget elements and contracts. Support the accounting department by providing them with accurate and timely billing information, payments, purchase orders, credit card sales, training course attendance lists and any other necessary information pertaining to training registrations, etc. This includes bi-weekly deposits of payments received in the South Portland office. Follow-up on past due invoices from attendees and report status to NEIWPCCC. Support preparation of quarterly and annual progress reports.

**Office Operations & Administrative Duties:** Serve as primary point of contact for inquiries and certificate submissions for South Portland office. Answers and routes telephone calls. Cooperatively maintain common office areas. Manage office supplies in a cost-effective manner. Maintain databases in an up-to-date and accurate manner. Assist with development and implementation of process and system improvements, including transition of legacy database systems from FileMaker Pro into MS Access. Sort, open, and distribute all incoming mail in a timely manner. Coordinate all outgoing mail. Timely and accurate submission of office expenses and accounts payable to NEIWPCCC.

Other duties, as assigned by supervisor.

The satisfactory performance of the above duties and responsibilities requires the incumbent to have a thorough understanding of the NEIWPCCC'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 and 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 under the general supervision of the South Portland Program Manager 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 the Program 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.

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.

**PREFERRED QUALIFICATIONS:**

**Education**

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

**License**

Possess a NEIWPC Member State (ME, VT, RI, MA, CT, NY or NH) Wastewater Operator's Certification (Class II or higher) or be capable of earning that certification within the first eighteen months of employment.

**Experience:**

Applicants must have at least (A) three years of full-time, or equivalent part-time, technical or professional experience in the field above, of which (B) at least one year must have been in a professional capacity, (C) any equivalent combination of the required experience and the following substitutions.

**Substitutions:**

- I. An associate's degree with a major in a field referenced above or a related field may be substituted for a maximum of one year of the required (A) experience.\*
- II. A bachelor's degree with a major in a field referenced above or a related field may be substituted for a maximum of two years of the required (A) experience.\*
- III. A graduate degree with a major in a field referenced above or a related field may be substituted for required experience.\*

\* Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

**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:**

- Experience with word processing, database management, website management software and spreadsheets
- Competence with Microsoft Office products, including Excel, Access and Publisher, Constant Contact, and Adobe Acrobat
- Excellent grammatical, organizational, and interpersonal skills
- An attitude towards continuous improvement
- Ability to work independently, and as part of a team

**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.