

TITLE: Environmental Engineer/Analyst (CSO Project Manager)

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

LOCATION: NYS Department of Environmental Conservation, 625 Broadway, Albany, NY 12233

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. This position is responsible for assisting the New York State Department of Environmental Conservation (NYSDEC) in overseeing an administrative consent order to abate combined sewer overflows (CSO) for the New York City Department of Environmental Protection (NYCDEP).

JOB SUMMARY: The Environmental Engineer/Analyst will monitor the progress of, conduct reviews of, and provide comments on work completed under NYCDEP's CSO Consent Order. The incumbent will need to develop a thorough understanding of NYSDEC's and NYCDEP's CSO programs and policies, exercise initiative and resourcefulness to manage workload and meet all deadlines in a timely and proactive manner and be able to work effectively with individuals with varied backgrounds.

MAJOR DUTIES AND RESPONSIBILITIES: The major duties and responsibilities of the Environmental Engineer/Analyst include:

1. Providing high-level program management of all obligations under the CSO Consent Order to identify potential problems with implementation and facilitate timely resolution in coordination with NYCDEP and NYSDEC.
2. Collaborating with internal engineering staff to complete comprehensive technical reviews of and developing detailed comments on documents submitted under the CSO Order, including but not limited to final design plans and specifications, updates to long-term control plans, modification requests, force majeure, technical reports, analyses, and memoranda, scopes of work, and field sampling plans and results, and conducting follow-up as necessary to ensure comments are addressed.
3. Preparing letters, technical memoranda, presentations, talking points, Order modifications, and other documentation related to execution of the CSO Consent Order.
4. Conducting site visits of active construction projects, attending and construction progress meetings to identify potential problems associated with project implementation, and preparing construction site inspections reports to document status of project construction. Conducting site visits for CSO Order projects under development.
5. Organizing and participating in technical and quarterly progress meetings, public information meetings, settlement negotiations, and other meetings as requested by NYSDEC, NEIWPC and/or NYCDEP and conducting follow-up as necessary.

SUPERVISORY CONTROLS: The Environmental Engineer/Analyst must be able to work independently with minimal supervision but will report to the NYSDEC New York City Municipal Compliance Section (NYCMCS) Chief. All policy interpretation and other official decisions will be made by the NYCMCS Chief. Job performance is evaluated by the NEIWPC Project Manager, in consultation with NYCMCS Chief.

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 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 professional and/or technical personnel; and exercise functional supervision (i.e., over certain but not all work activities, or over some or all work activities on a temporary basis) over 6-15 technical or professional personnel.

REQUIRED QUALIFICATIONS:

Education:

A bachelor's degree in: engineering, preferably in environmental, civil, chemical, or mechanical engineering; construction management; science, preferably in physical, environmental, or natural science; or in a related field.

Experience:

Applicants must have at least (A) six years of full-time, or equivalent part time, technical or professional experience in the design, construction, or operation of wastewater treatment plants or collection systems, stormwater management systems, or other systems for protecting water quality, of which (B) at least three years must have been in a professional capacity, or (C) any equivalent combination of the required experience and the following substitutions.

A New York State Professional Engineer's license would be beneficial but is not required.

Substitutions:

- I. A graduate degree with a major in any of the fields above may be substituted for a maximum of three years of the required (A) experience and one year of the required (B) experience.*
- III. A New York State Professional Engineer's license may be substituted for a maximum of one year of the required (A) experience.

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

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.

Special Knowledge and Skills:

- Knowledge of wastewater collection system, treatment plant, stormwater system, or CSO system engineering design, operation practices, and construction practices.
- Knowledge of USEPA and NYSDEC wastewater, stormwater, and CSO rules and regulations.
- Experience working with federal, state, and local water/wastewater agencies.
- Experience managing environmental constructions projects.

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.

Requirements

- A valid driver’s license and access to own transportation required.
- Periodic travel to New York City and surrounding areas 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.