

**TITLE:** Environmental Analyst – Title 5 Septic System Program Trainer

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

**LOCATION:** Work location may also include one or more of MassDEP's offices located at:

- MassDEP, 100 Cambridge St., Suite 900, Boston, MA 02114
- MassDEP Northeast Regional Office, 150 Presidential Way, Woburn, MA 01801
- MassDEP Central Regional Office, 8 New Bond Street, Worcester, MA 01606
- MassDEP Southeast Regional Office, 20 Riverside Drive, Lakeville, MA 02347
- MassDEP Western Regional Office, 436 Dwight Street, Springfield, MA 01103

**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. MassDEP is a state agency within the Massachusetts Executive Office of Energy and Environmental Affairs whose mission is to protect and enhance the Commonwealth's natural resources - air, water, and land - to provide for the health, safety, and welfare of all people, and to ensure a clean and safe environment for future generations.

**JOB SUMMARY:** The position serves as a Central Trainer overseeing development, implementation, and review of the Wastewater portion of the MA Local Public Health Training Program. Following the training program framework, the position provides technical assistance to local public health departments, assisting in interpreting a variety of MassDEP's policies and regulations, with a strong emphasis on Massachusetts Title 5 regulations, policies and guidance. This position is structured within NEIWPC's Massachusetts Title 5 training programs for municipal health officials.

The position coordinates directly with the Massachusetts Department of Public Health's Office of Local and Regional Health (OLRH) and their partners and Training Hubs to review and develop curriculum and conduct training for OLRH's Training Hub Trainers. This includes reviewing self-paced online training modules, classroom training, and developing curriculum for the applied learning. Additionally, the position conducts and participates in meetings with Training Hub Program staff, OLRH Partners, local boards, commissions and public health departments to assist in interpreting a variety of MassDEP's policies and regulations, with a strong emphasis on Massachusetts Title 5 regulations, policies and guidance.

In coordination with MassDEP's technical staff, the position responds to requests for information from local public health officials. Central Trainers provide knowledge to Hub Trainers on technical assistance for local public health on Title 5 and other MassDEP rules and regulations. The position is also responsible for conveying local public health feedback to appropriate programs at MassDEP including but not limited to MassDEP's Wastewater Program Chief, Regional Wastewater Chiefs and other program heads.

The successful candidate will also develop and maintain knowledge of other MassDEP programs including solid waste and recycling, air, noise and dust pollution, private drinking water wells, and hazardous waste. The position will work closely with the Department of Public Health and MassDEP to align on training infrastructure, local public health training needs and priorities, communications, and other topics as needed.

Other assignments may include, but are not limited to, maintaining a reference library, reviewing new reference materials and videos, developing new course materials, maintaining a tracking

system for course attendance, and organizing other NEIWPC training programs. Regional daytime travel will be required.

As Trainer, the position works with the Division Director and Title 5 Program Manager, to schedule and prepare semiannual training calendars and work plans and pursue potential new ideas and sources of funding for projects.

Activities are generally water quality oriented, but can cover a wide range of environmental issues, according to program needs and the incumbent's areas of expertise. The incumbent acts as training specialist for NEIWPC, state agency staff, and public; serves as staff support, clearinghouse for information. Represents NEIWPC through public presentations and participation in meetings and on various committees.

**DUTIES AND RESPONSIBILITIES:**

- Develop applied practice (Tier 3) curriculum of the Massachusetts Local Public Health Training Program: Wastewater
- Review self-paced online training modules and classroom trainings of the Massachusetts Local Public Health Training Program: Wastewater.
- Attend and actively participate in weekly, monthly, and quarterly meetings to support the planning, coordination, and implementation of the local public health training program as it relates to Title 5 and wastewater.
- Conduct and participate in meetings with local boards, commissions, and local public health departments to assist with interpreting regulations, policies and guidance.
- Develop and conduct regular training workshops, primarily for Hub Trainers under OLRH's train-the-trainer format, and assist in making presentations at other forums that will provide an opportunity to explain the regulations.
- Respond to requests for information from local public health departments, the public and other concerned parties in writing, electronically and via telecommunications.
- Provide technical assistance to local public health departments on Title 5 and other MassDEP rules and regulations.
- Coordinate with MassDEP technical staff to ensure consistency in responses to Board of Health officials on Title 5 matters.
- Respond to requests for assistance on Title 5 matters that are forwarded by MassDEP technical/program leads.
- Provide local public health feedback to appropriate programs at MassDEP including but not limited to MassDEP's Wastewater Program Chief, Regional Wastewater Chiefs and other program heads.
- Develop knowledge of MassDEP programs including Title 5, solid waste and recycling, air, noise and dust pollution, private drinking water wells, hazardous waste, and other public health-related programs.
- Review Title 5 plans and applications to provide training feedback to Board of Health officials.
- Work closely with the Department of Public Health and MassDEP to align on training infrastructure, local public health training needs and priorities, communications, and other topics as needed. Provide reporting as agreed upon.
- Perform other duties as required or assigned.

The satisfactory performance of the above duties and responsibilities requires the incumbent to have a thorough understanding of the NEIWPCC's programs, organization, and policies. The incumbent should also exercise initiative and resourcefulness in complicated situations and 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 substantial independence of action and delegation of professional decisions within their area of activity. Works closely with and receives direct supervision from the Director of Wastewater and Onsite Programs, who provides policy guidance and assigns work. The Director evaluates job performance for conformance with professional standards and compliance with laws, rules, regulations and established procedures.

The incumbent will rely on their ability, expertise, and commitment to excellence. They will also build NEIWPCC'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, and review the performance of 1-10 professional personnel: and indirect supervision (i.e., through an intermediate level supervisor) over 6-30 professional and/or technical personnel.

## **PREFERRED QUALIFICATIONS:**

### **Licenses**

- Compact-Member State Soil Evaluator or Septic System Inspection approval.
- Ability to obtain Massachusetts Title 5 Soil Evaluator or System Inspector Approval is required.
- Ability to obtain Certified Environmental Trainer (CET) certification from the National Environmental Training Association.
- Possession of a current and valid Class D Motor Vehicle Operator's License.

### **Education**

A graduate degree in environmental science, engineering, public health, or a related field is preferred.

### **Work Experience**

Seven to ten years of experience in onsite wastewater treatment and maintenance, with particular emphasis on soil evaluation, system installation and inspection and safety procedures. Experience working at the local level on issues specific to Title 5 is desirable. Previous experience providing training and basic knowledge of computer operations is highly desirable.

### **Substitutions**

1. An associate's degree with a major in a related field may be substituted for a maximum of one year of the required experience.
2. A bachelor's degree with a major in a related field may be substituted for a maximum of two years of the required experience.
3. A graduate degree with a major in a related field may be substituted for a maximum of three years of the required experience.

### **Special Knowledge and Skills**

- Strong communication skills, both verbal and written.
- Strong presentation skills.
- Appropriate organizational skills.
- Ability to work effectively with both scientists and engineers and establish professional credibility.
- Ability to work both independently and as part of a team.

### **The following knowledge and skills would be helpful, although not a necessary requirement to qualify:**

- Knowledge of budget preparation, grants writing and contract management.
- Knowledge and understanding of federal environmental laws and regulations.
- Knowledge of water quality sampling and analysis procedures, including toxicity testing.
- Knowledge of wastewater treatment processes.
- Knowledge of groundwater as well as surface water hydrology.
- Business management skills.

### **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 exercise discretion in handling confidential information.

### **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 NEIWPC’s Executive Director.

**SALARY:** Salary dependent upon level of qualifications and experience.

**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.