

**TITLE: Environmental Analyst or Engineer - Training and Technical Assistance Specialist**

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

**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.

**JOB SUMMARY:** Activities are generally wastewater and training-oriented, but can cover a wide range of environmental issues, according to program needs and the incumbent's areas of expertise. Serves as a Training and Technical Assistance Specialist for NEIWPCC's Wastewater & Onsite Programs Division, including Clean Water Act (CWA) Section 106, Massachusetts Wastewater Operator (MWOT), and self-paced training programs. Under the direct supervision of the Senior Program Manager, the incumbent will coordinate, prepare and deliver courses pertinent to wastewater treatment (e.g., chemistry, biology, microbiology, operations, lab procedures, safety). Administers, delivers and/or proctors seminars on various aspects of wastewater treatment, supporting municipal and industrial wastewater treatment operators region wide. Incumbent will work directly with facilities in identified communities to provide customized assistance and support on a variety of wastewater process and management issues.

The incumbent acts 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 work groups for those issues. The incumbent represents NEIWPCC concerning those issues through public presentations, testimony, and participation in meetings and on various committees. Collaboration with NEIWPCC's Executive Committee and Commission, Water Environment Federation (WEF), New England Water Environment Association NEWEA, and State Water Pollution Control Associations, among others, is likely. 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 NEIWPCC training programs. Regional (New England and New York) daytime and overnight travel will be required.

**DUTIES AND RESPONSIBILITIES:**

**Wastewater Training:**

- Manages, coordinates, and teaches courses for the continued training of compact-member state water-quality professionals, to include: CWA Section 106, MWOT wastewater courses and seminars, and self-paced trainings.
- Oversees various programs for water and wastewater treatment facilities personnel, handlers of hazardous/toxic waste, industrial waste, and other specialized environmental areas.
- Works with contract and volunteer instructors to ensure consistent provision of high-quality content.
- Identifies and pursues potential private sector training needs/contracts.

**Technical Assistance:**

- Provides technical assistance to wastewater treatment plant operators at the plant, including assessment of problems of treatment plant operation and recommends process control, maintenance, and management changes to correct such problems.

- Effort will broadly focus on supporting treatment process optimization, addressing challenges in the collection system using EPA's existing CMOM program, preparation for future permit limits related to nutrients and emerging contaminants, and planning for extreme weather events and natural hazards using tools available through the EPA.
- Consideration of current asset management programs and recommendations for improvement will be integrated across all technical assistance activities.
- Incumbent will work with state government staff and other program partners to identify communities/facilities in need, as well as provide initial outreach to those identified communities.

**Self-Paced Training:**

- Support NEIWPCC's training program, primarily through development and implementation of new online self-paced training.
- Establish goals, standards, and guidelines for learning content; identify gaps in existing training that can be closed by self-paced offerings; collaborate with subject matter experts and stakeholders to create courses on NEIWPCC's Coassemble learning platform and roll out the new training platform to wastewater operators throughout the northeast and beyond.

**Programmatic Support:**

- Provide general support and assistance to the Senior Program Manager.
- Support preparation of quarterly progress reports to EPA and other funding agencies.
- Coordinate with other divisions on crosscutting topics, including Water Quality and Water Resource Protection, as needed.
- Support the formulation of responses to inquiries from state and federal agencies, consultants, and the public about wastewater, water quality issues, technical publications, and NEIWPCC programs.

**Quality Management:**

- Work with Quality Assurance Program Manager with review of Quality Assurance Project Plans as needed.

**Outreach:**

- Maintain appropriate webpages on NEIWPCC website to ensure they are up-to-date and accurate.
- Develop advertising campaigns to promote new course offerings.
- Provide background materials or write articles for various NEIWPCC, or other publications.

Other duties as assigned.

**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 Senior Program Manager, who provides policy guidance and assigns work. The Senior Program Manager 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.

## **RECOMMENDED QUALIFICATIONS:**

### **Licenses**

- Compact-Member State (ME, VT, RI, MA, CT, NY, or NH) Wastewater Treatment Plant Operator's Certification. Level should be a Massachusetts Grade 4 or higher, or the equivalent grade from any member state.
- Ability to obtain Certified Instructional Trainer (CIT) certification from Board of Certified Safety Professionals (BCSP), or similar instructional qualifications

### **Preferred Work Experience**

Considerable experience in municipal or industrial wastewater treatment plant operations and maintenance, with particular emphasis on process control, unit operations, maintenance and safety procedures. Previous experience providing training.

### **Special Knowledge and Skills**

- Experience with operation of wastewater treatment utilities and facility reconstruction
- Experience and capability in working with state and local water/wastewater agencies
- Excellent computer skills, including virtual training platforms
- Strong communication skills
- Strong presentation skills.

### **Personal Characteristics**

- Naturally prone to action with a focus toward continuous improvement and is committed to contributing to the overall success of NEIWPCC.
- Ability to build collaborative relationships across NEIWPCC 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:**

- May require up to 20% travel for which a valid driver's license and access to own transportation are required.
- May require occasional evening (beyond the standard 7.5-hour workday) work.
- 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. 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 on 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.