

TITLE: Environmental Analyst – Permit Writer

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

LOCATION: New York State Department of Environmental Conservation (NYSDEC), 625 Broadway, Albany, NY 12233-3507.

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.

The primary goal of the next generation of Source Water Protection in New York State is to develop and implement source water protection measures for public water systems throughout the State. Source water protection strategies are most effective when implemented at the local community level. As such, NEIWPC professionals will team with staff from NYSDEC to assist with the implementation of this program.

Duties will be performed largely in an office setting but will require travel.

JOB SUMMARY: This NEIWPC Environmental Analyst will work within the NYS Department of Environmental Conservation - Division of Water (DOW), Bureau of Water Permits and serve as a State Pollutant Discharge Elimination System (SPDES) Permit writer. Candidate will work on municipal and/or industrial wastewater discharge SPDES permit renewals/reviews within Source Water Protection areas to ensure permits are up to date and address new and evolving challenges to protect public water supplies.

DUTIES AND RESPONSIBILITIES:

- Apply knowledge of the Clean Water Act and State Pollutant Discharge Elimination System (SPDES) permit program in developing individual SPDES permits.
 - Develop new or renewal permits for consistency and conformance with regulations, polices, and procedures that are legally defensible.
 - Interact with permittees, their representatives, engineers, and various member of the public on permit issues.
- Establish and maintain effective interpersonal relationships and communicate constructively with Federal, State and local government agencies, engineering firms, various non-governmental groups, and the public.
- Conduct water quality evaluations and derive water quality-based effluent limitations for SPDES permits.
- Provide background materials or draft or write articles for various NEIWPC, or other, publications. Present work products and programs to stakeholders and the general public.
- Other duties as assigned.

SUPERVISORY CONTROLS: Incumbent operates with some independence of action and delegation, and under the general supervision of the NEIWPC Program Manager (based in NYSDEC Central Office – Albany NY), who provides instruction on new work, guidance, and review of completed work to assure accuracy and adherence to established policy and requirements. Job performance is evaluated by the NEIWPC Program Manager based in

NYSDEC Central office and the NEIWPCC Headquarters program contact, in consultation with the NYSDEC Bureau of Water Permits (BWP) supervisor.

The incumbent will rely on their ability, expertise, and commitment to excellence. The incumbent also will build NEIWPCC'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; and/or may exercise functional supervision (i.e., over certain but not all work activities, or over some or all work activities on a temporary basis) over 1-5 technical or professional personnel.

REQUIREMENTS:

- A valid driver's license and access to own transportation 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.

PREFERRED QUALIFICATIONS:

A bachelor's degree in environmental sciences, natural sciences, engineering, engineering technology, or related field preferred.

At least three years of full-time or equivalent part-time, technical, or professional experience in the above-mentioned fields, of which at least one year must have been in a professional capacity.

Special Knowledge and Skills

- Experience working with a broad range of stakeholders in implementing environmental programs
- Knowledge and experience with aspects of water quality and watershed management
- Excellent organizational skills
- Ability to work effectively with scientists, engineers, and managers, and to establish professional credibility
- Ability to work independently, and as part of a team
- Excellent computer skills, including word processing, spreadsheets, geographic information systems, and ability to perform basic statistical analysis
- Ability to follow oral and written instructions
- Ability to maintain accurate records
- Knowledge and understanding of federal environmental laws and regulations.

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.

SALARY: Salary dependent on experience and qualifications.

BENEFITS: Generous benefits package provided, which includes: vacation, personal and sick leave, paid holidays as determined by office location; health, dental, disability and life insurance; retirement plan.