

**TITLE:** Environmental Analyst

**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 support source water protection and related watershed management planning and implementation activities as part of the Mohawk River Basin Program (MRBP). The candidate will be expected to provide input on the science-based and locally responsive conservation program in the Mohawk Watershed and work towards its implementation.

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

**JOB SUMMARY:** The candidate will support the Mohawk River Basin Program (MRBP) which works to conserve, restore, and protect the water quality and natural resources of the Mohawk River through applied research and ecosystem-based management. The MRBP coordinates with other programs, state agencies, and a network of stakeholders to accomplish these goals. Incumbent will assist with technical assistance and public education and outreach related to source water protection planning and implementation in the Mohawk Watershed. Staff will also assist with monitoring and research projects that create baseline information needed for effective management of Mohawk River source water.

#### **DUTIES AND RESPONSIBILITIES:**

##### **Technical Assistance and Outreach:**

- Provide technical assistance and outreach related to source water protection planning and implementation in the Mohawk Watershed including:
  - Assist with development, outreach, and implementation of the fourth MRBP Action Agenda.
  - Assist with Action Agenda tracking and progress reporting.
  - Assist with roll-out, outreach, and implementation of the Mohawk Phosphorus Total Maximum Daily Load (TMDL).
  - Assist with TMDL tracking and progress reporting.
  - Assist with updating outreach materials related to the Mohawk River Basin Program.
  - Assist with disseminating information about DEC's Drinking Water Source Protection Program (DWSP2) to stakeholders in the Mohawk Watershed.
  - Assist with coordinating Day in the Life of the Mohawk River, including helping with data management.

- Participate in coordination of the Mohawk Watershed Symposium with Union College.
- Assist with work in communities to implement the goals of the Action Agenda through developing and delivering presentations on conservation issues affecting the Mohawk River and opportunities for implementation work.
- Provide background materials or write articles for various NEIWPCC, or other, publications. Present work products and programs to stakeholders and the general public.

**Monitoring and Research:**

- Support monitoring and research projects that create baseline information needed for effective management of Mohawk River source water:
  - Assisting with coordinating DEC research efforts in the Mohawk Watershed including occasional field work, QAPP writing etc.
  - Assisting with collaborative research projects in the Mohawk Watershed to support the goals of the Mohawk Research Initiative.
  - Work with NEIWPCC's Quality Assurance Program Manager to review Quality Assurance Project Plans as needed, with the opportunity to become a QA Designee if appropriate

**Other Duties:**

- Support other Mohawk River Basin Program and Department conservation and source water protection activities as needed.
- Other duties as assigned.

The satisfactory performance of the above duties and responsibilities requires incumbent to have a thorough understanding of NEIWPCC'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. An ability to organize workload, and perform tasks in an accurate, conclusive, and timely manner is required.

**SUPERVISORY CONTROLS:** Incumbent operates with some independence of action within their area of activity. This position is contained within the Division of Water (DOW), Bureau of Water Resource Management within the NYSDEC. Job performance is evaluated by the NEIWPCC Project Manager, in consultation with a manager in NYSDEC, to oversee the work of this position.

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, geology, hydrology, biology, natural resources, natural resources planning, environmental planning, or a related field.

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**

- Knowledge and experience with aspects of water quality and watershed management.
- Interest or experience in water quality monitoring field work.
- Excellent organizational skills.
- Experience with community outreach, stakeholder engagement, or communicating with the public about state and federal programs.
- Strong familiarity with Microsoft Office 365 suite
- Ability to concisely disseminate technical information (presentations, correspondence)
- Ability to work effectively with scientists, engineers, and managers, the public and regulated community and to establish professional credibility.
- Competence in analysis of data sets
- Ability to use Geographic Information Systems (GIS) for mapping and spatial analysis
- Ability to work independently, and as part of a team.
- Ability to maintain accurate records.

**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 upon level of 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. This position requires the incumbent to work five days a week, 7.5 hours per day, except for approved compensatory time.