

TITLE: ENVIRONMENTAL ANALYST

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

LOCATION: Rhode Island Department of Health, Cannon Building, 3 Capitol Hill, Providence, RI 02908

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. NEIWPCC is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

This NEIWPCC Environmental Analyst will manage and oversee the day-to-day objectives of the Water Infrastructure Improvements for the Nation (WIIN) Act Lead Testing in School and Child Care Program Drinking Water grant that RIDOH has been awarded. This employee will also be responsible for the data collection, reporting, and remediation planning for safe drinking water in Rhode Island relative to lead levels in drinking water.

JOB SUMMARY: The candidate will serve as a program manager and water quality analyst. The EA will develop, produce, and implement policies and guidance for RIDOH's WIIN Act grant activities; develop any needed contracts to fulfill the objectives of the grant; manage contract deliverables and respond to inquiries from grant partners; develop a sampling protocol with grant partners; develop communication plans in accordance with the RIDOH and RIDHS/Child Care policies; track outputs; determine effectiveness of training, outreach and communication tools.

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

DUTIES AND RESPONSIBILITIES:

- Reviewing EPA 3Ts guidance to ensure all aspects of the grant conform to this guidance
- Developing any needed contracts to fulfill the objectives of the grant which may include sampling, training, and outreach
- Managing contract deliverables and responding to inquiries from grant partners (e.g., URI, the state health lab, and any private contractors)
- Contacting about 315 public schools and about 900 licensed childcare facilities to assist in establishing proper sample locations
- Fielding calls and E-mail from parents, teachers, school administrators and staff, and other community members regarding sampling methods and results
- Continuing to develop and modify a sampling protocol with grant partners (methods, scheduling, labeling, results tracking, and notification)
- Quarterly tracking and reporting of grant progress to EPA
- Scheduling and leading advisory group calls and related inquiries
- Establishing a voluntary sampling program for –public schools and licensed childcare facilities to participate in testing, supported by contractors
- Conduct work according to RIDOH's established QA/QC procedures, including any relevant quality assurance project plans (QAPPs) or standard operating procedures (SOPs)

- Tracking and facilitating follow up remediation efforts and post remediation sampling by schools and childcares
- 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 within their area of activity. This position is contained within the Rhode Island Department of Health, Center for Drinking Water Quality. Job performance is evaluated by the NEIWPC Project Manager in consultation with Erin O'Neill, RIDOH Environmental Scientist III.

The incumbent will rely on their ability, expertise, and commitment to excellence. The incumbent also will build NEIWPC'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 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 6-16 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.
- Evening and weekend work may be required in order to collect and process samples.

PREFERRED QUALIFICATIONS: A master's degree in environmental sciences, chemistry, public health, or related field preferred.

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

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.

Special Knowledge and Skills

- Direct experience managing or working on larger research projects that involve sampling/testing multiple site locations and working collaboratively with various types of stakeholders in this case (school districts, childcare facilities, laboratories, state education and health agencies, as well as with federal agency staff).
- Knowledge of drinking water regulations and health effects related to lead in drinking water
- Being comfortable working independently given broad objectives/goals with limited supervision.
- Knowledge of project and contract management
- Experience 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.

The following knowledge and skills are helpful, although not a requirement to qualify:

- Knowledge of budget preparation and management
- Knowledge of grant writing and management

SALARY: Salary dependent on experience and qualifications.

ADDITIONAL INFORMATION: 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, 7½ hours per day, except for approved compensatory time. Candidate must be able to work additional hours.