

TITLE: Assistant Environmental Analyst

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

LOCATION: State of Maine, Drinking Water Program, 11 State House Station, Augusta, ME 04333

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: Work with the Subsurface Wastewater Unit to provide support for the Drinking Water Program.

DUTIES AND RESPONSIBILITIES:

- Act as administrator of Cert Tracker database, overseeing the SWW Unit's licensing functions.
- Act as the administrator for the Maine Water Well Commission.
- In conjunction with other Unit staff, process the reconciliation of SSWW permits, including communication/education with towns regarding issues and/or errors with permits or payments.
- Provide QA/QC oversight of related data entry functions
- Assist the Maine State Site Evaluator with variance requests and examinations, as needed
- Research information for Subsurface Wastewater Unit
- Assist the Subsurface Wastewater Unit with data improvement projects
- Other duties, as assigned by supervisor

SUPERVISORY CONTROLS: Incumbent operates under the general supervision of the Senior Hydrogeologist with specific day to day direction provided by the State Site Evaluator. This person provides instruction on new work, guidance, and review of completed work to assure accuracy and adherence to established policy and rules. Independently performs tasks in an efficient and effective manner, using good judgment. Job performance is evaluated by the Senior Hydrogeologist of Maine DHHS, in consultation with NEIWPCC's project manager.

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.

PREFERRED QUALIFICATIONS:

A bachelor's degree in environmental science or a related field.

At least one year of full-time, or equivalent part-time, technical or professional experience in the fields listed above.

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.

Special Knowledge and Skills

- Excellent communication skills, both verbal and written.
- Excellent organizational skills.
- Ability to work both independently and as part of a team.
- Excellent computer skills.
- Knowledge and experience with math/accounting
- Ability to follow oral and written instructions.
- Ability to maintain accurate records

Environmental Factors

Duties are performed largely in an office setting, with the possible need for travel for meetings. Requires the ability and willingness to work remotely based on current NEIWPCC and ME DHHS policies.

REQUIREMENTS:

- A valid driver’s license and access to personal transportation is required.
- Attendance is mandatory in the NEIWPCC Lowell office for orientation and at the annual NEIWPCC 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 NEIWPCC’s Executive Director.

SALARY: Grade & Step dependent on experience and qualifications.

ADDITIONAL INFORMATION: 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 Monday through Friday, 8 hours per day, except for approved compensatory time.