

TITLE: Environmental Analyst - Underground Storage Tanks 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: Primarily responsible for supporting and managing aspects of NEIWPCC's underground storage tanks (UST) program and serving as a Technical Assistance Specialist for NEIWPCC's Wastewater & Onsite Programs Division.

Under the direct supervision of the UST project manager, the incumbent will contribute to the coordination, preparation, and delivery of courses pertinent to USTs, site remediation, and cleanup funding. Development of self-paced courses, training videos, in-person events and other educational projects will support the work of states, Tribes, and federal agencies across the country.

The incumbent will also work with NEIWPCC's wastewater technical assistance team to coordinate assistance activities. 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 a 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, the Association of State and Territorial Solid Waste Management Officials (ASTSWMO), Water Environment Federation (WEF), New England Water Environment Association (NEWEA), and State Water Pollution Control Associations, among others, is likely. National and regional daytime and overnight travel will be required.

DUTIES AND RESPONSIBILITIES:

Tasks:

- Contributes to the management, coordination, and hosting of courses for the continued training of environmental professionals, to include in-person courses, meetings, and seminars, and self-paced trainings.
- Acts as a technical advisor for training development, providing expertise on UST compliance and cleanup and wastewater treatment processes, operations, and management.
- 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:

- Coordinate technical assistance for wastewater utilities in NEIWPCC's member states. Coordinate internal team meetings, supervise part-time Technical Assistance Providers, and track spending on travel and supplies.
- Act as a primary point of contact for beneficiaries of assistance. Accurately record and track assistance activities and contribute to reporting as needed.
- 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.
- 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.

Online Training:

- Support NEIWPCC's training program, primarily through development and implementation of new online self-paced training and the production of new educational content.
- 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.

Programmatic Support:

- Provide general support and assistance to the Wastewater and Onsite Program Division.
- 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, Tribal, and federal agencies, consultants, and the public about underground storage tanks, 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 and content offerings.
- Provide background materials or write articles for various NEIWPCC or external 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 UST Program manager, who provides policy guidance and assigns work. The UST 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

- Possess a NEIWPCC Member State (ME, VT, RI, MA, CT, NY or NH) Wastewater Operator's Certification (Class I or higher) or be capable of earning that certification within the first eighteen months of employment.

Preferred Work Experience

Experience with UST operations, leaking UST cleanup, funding and policy, as well as in municipal wastewater treatment plant operations and maintenance, with particular emphasis on process control, unit operations, maintenance and safety procedures. Previous experience providing training and developing training materials.

Special Knowledge and Skills

- Experience with operation of wastewater treatment utilities
- Knowledge of UST operation, cleanup, and policy
- Experience and capability in working with federal, state, and local 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.
- Strong attention to detail and accuracy in the conveyance of technical information.
- Excellent organizational skills and the ability to prioritize key deliverables.
- Able to build collaborative relationships across NEIWPCC and with 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.
- Able to write concisely to express thoughts clearly and to develop ideas in logical sequence.
- Able to exercise discretion in handling confidential information.

REQUIREMENTS:

- May require up to 10% 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.