TITLE: Environmental Analyst (Part-Time Trainer & Technical Assistance Provider)

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

LOCATION: Various locations as needed for in-person trainings and technical assistance activities.

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: Serves as a Part-Time Trainer and Technical Assistance (TA) Provider for NEIWPCC's wastewater training and technical assistance programs. Under the direct supervision of the Training and Technical Assistance Specialist, the candidate will coordinate, prepare and deliver courses pertinent to wastewater (e.g., chemistry, biology, microbiology, operations, management, etc.) and provide direct technical assistance to communities participating in NEIWPCC's TA program. Other assignments may include, but are not limited to, reviewing new reference materials and developing new course materials.

Occasional in- and out-of-state daytime travel will be required. Occasional overnight travel may be requested. Occasional site visits to industrial facility settings and roadside locations are expected, requiring the use of protective gear and adherence to safety policy.

Activities are generally wastewater oriented, but can cover a wide range of environmental issues, according to program needs and the incumbent's areas of expertise. Represents NEIWPCC through training activities.

DUTIES AND RESPONSIBILITIES:
Wastewater Training:

- Assists in the preparation, administration, and teaching of virtual, in-person, and self-paced online courses for training wastewater operators, local employees, and/or officials.
- Supports content development for new courses and updates to existing courses.
- Identifies and pursues potential private sector training needs/contracts.

Technical Assistance:

- 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.
- Effort will broadly focus on supporting treatment process optimization, addressing challenges in the collection system using EPA's existing Capacity, Management, Operations, and Maintenance (CMOM) program, preparation for future permit limits related to nutrients and emerging contaminants, and planning for extreme weather events and natural hazards using tools available through the EPA.
- Consideration of current asset management programs and recommendations for improvement will be integrated across all technical assistance activities.
- 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.

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 NEIWPCC Training & Technical Assistance Specialist, who provides policy guidance and assigns work. The Training & Technical Assistance Specialist 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.

REQUIREMENTS:

- A valid driver's license and access to own transportation required.
- This position will be required to travel to various assigned locations and deliver on-site in-person training.

PREFERRED QUALIFICATIONS:

Licenses

- Professional Engineering or Wastewater Treatment Plant Operator's license in at least one Compact-Member State (CT, MA, ME, NH, NY, RI or VT). Wastewater Treatment Plant Operator's Certification level should be a Massachusetts Grade 4 or higher, or the equivalent grade from any member state.
- Ability to obtain Certified Instructional Trainer (CIT) certification from Board of Certified Safety Professionals (BCSP), or similar instructional qualifications

Preferred Work Experience

Considerable experience in municipal or industrial wastewater treatment plant operations and maintenance, with particular emphasis on process control, unit operations, maintenance and safety procedures. Previous experience providing training.

Special Knowledge and Skills

- Experience with operation of wastewater treatment utilities and facility reconstruction
- Experience and capability in working with state and local water/wastewater agencies
- Excellent computer skills, including virtual training platforms
- Strong communication skills, both verbal and written.
- Strong presentation skills.
- Strong organizational skills.
- Ability to work both independently and as part of a team.
- Knowledge and understanding of federal environmental laws and regulations.
- Knowledge of wastewater systems, processes, operation, maintenance, and management.

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: As this position is part-time, benefits are not provided with the exception of Social Security, unemployment and workers' compensation insurance, and the salary deferral portion of the 403(b)-retirement plan. This position works an average of 20 hours per week, with some flexibility, and must not exceed 1,000 hours per year.