

TITLE: Program Manager - Source Water Protection Plan

EMPLOYER: New England Interstate Water Pollution Control Commission (NEIWPC), Wannalancit Mills, 650 Suffolk Street, Suite 410, Lowell, MA 01854

LOCATION: NYS Department of Health, Bureau of Water Supply Protection, Division of Environmental Health Protection, Center for Environmental Health - Empire State Plaza, Corning Tower, Albany, New York 12237

SALARY: Grade and Step dependent upon level of qualifications and experience.

ADDITIONAL INFORMATION: Benefits provided but not included in salary range: vacation, personal and sick leave; health, dental, disability, life insurance, and retirement plan. This position requires the incumbent to work five days a week, 7.5 hours per day, except for approved compensatory time.

BACKGROUND INFORMATION: The New England Interstate Water Pollution Control Commission serves as a forum for interstate communication and coordination on water related pollution control efforts among all the New England States and New York State.

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 NYSDOH.

JOB SUMMARY: With supervision from staff in NYSDOH's Bureau of Water Supply Protection (BWSP), the Program Manager position provides program support for the development and implementation of various source water and drinking water assessment, protection, sampling and treatment programs, including support to public water systems and local municipalities for developing Source Water Protection Programs and updates to existing Source Water Assessment Plans (SWAPs). The incumbent will also provide (either directly or through direct supervision) technical assistance to water suppliers, regional environmental health staff, and local health department staff on source water protection strategy implementation and water sample collection and analytical testing for biological and chemical contaminants. The incumbent may serve as the first point of contact for inquiries from the regulated community and the general public.

DUTIES AND RESPONSIBILITIES:

- Conduct, or oversee the conduct of, investigations on matters such as source water assessment and protection, water storage, treatment and distribution, wastewater treatment and discharge, point-source and non-point source pollution, permitting, or other compliance and regulatory issues.
- Supervise central office and regional staff charged with developing source water protection plans, updating SWAPs, collecting environmental samples for analysis, and summarizing, evaluating, and presenting environmental information and data.
- Develop guidance and training for local municipalities, governmental and non-governmental agencies, and local health departments (LHDs) on source water protection strategies and implementation.

- Provide support for BWSP and related programs by developing and implementing procedures to ensure compliance.
- Provide onsite and/or remote technical assistance to water systems with compliance issues or operational challenges.
- Provide group training and onsite technical assistance to water suppliers and regional staff or others on surveillance sampling, compliance testing, and water treatment techniques.
- Perform site evaluation or collect data and samples from systems to inform policies and programs on emerging or special federal or state requirements.
- Develop training materials and hold training sessions for a regional or statewide audience.
- Represent DOH when consulting with the public, LHDs, stakeholder groups, and governmental agencies on source water protection implementation strategies and presenting the results of environmental testing.
- Liaison with water systems on new technologies and infrastructure funding options.
- Generate, or be responsible for the generation of, final written reports that can be disseminated to DOH, other state agencies, stakeholder groups, local governmental agencies and the general public on program activities and technical aspects of programs and activities.
- Develop periodic program progress reports for DOH internal review and dissemination.
- Review technical reports provided by regional staff on BWSP or other related programs.
- Other duties as assigned.

Personal Characteristics

- Comfortable in group settings and welcomes collaboration
- Naturally prone to action with a focus toward continuous improvement
- Diplomatic and welcoming in his/her approach to others
- Able to manage change and articulate the “value case” for it
- Comfortable working in a very collaborative environment and oriented toward getting things done; able to bring perspectives and ideas to the table while remaining open to perspectives and ideas from others. Open to lively debates
- Inclusive and interested in helping others
- Capable of fostering and deserving of trust
- Accept responsibility and is accountable for results
- Ability to write concisely, to express thoughts clearly and to develop ideas in logical sequence

SUPERVISORY CONTROLS: Incumbent operates with substantial independence of action and delegation of professional decisions within his or her area of activity. NYSDOH’s Assistant Director of the Bureau of Water Supply Protection will evaluate job performance.

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:

Education

A master's degree in environmental science, biology, chemistry, earth science, geology, hydrogeology, hydrology, environmental health, natural science, toxicology, or public health.

Experience

Applicants must have at least (A) eight years of full-time, or equivalent part-time field professional experience, of which (B) at least six years must have been in a professional supervisory capacity and, of which (C) at least four years must have been in a supervisory, managerial or administrative capacity, or (D) any equivalent combination of the required experience and the following substitutions.

Substitutions

- I. An associate's degree with a major in any of the field listed above may be substituted for a maximum of one year of the required (A) experience.*
- II. A bachelor's degree with a major in any of the fields above may be substituted for a maximum of two years of the required (A) experience.*
- III. A graduate degree with a major in any of the fields above may be substituted for a maximum of three years of the required (A) experience and one year of the required (B) experience.*

*Education towards such a degree will be prorated on the basis of proportion of the requirements actually completed. NOTE: Education substitutions will be permitted for a maximum of one year for the required (B) experience. Not substitution will be permitted for the (C) experience.

Special Knowledge and Skills

- Knowledge and understanding of state and federal environmental regulations
- Knowledge of Safe Drinking Water Act and SWAP programs
- Knowledge of groundwater, as well as surface water, hydrology
- Excellent communication skills, both verbal and written
- Excellent organization skills
- Ability to work effectively with scientists and engineers
- Ability to work both independently and as part of a team
- Computer literacy, particularly database management
- Ability to exercise considerable tact and diplomacy
- Effective leadership and business management skills

Requirements

A valid driver's license and access to own transportation required. Attendance in the Lowell office for a one day orientation during the first two weeks of employment for orientation and at the annual All Staff Meeting is mandatory.