

**TITLE:** Environmental Analyst I (Drinking Water Specialist)

**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 & 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, 7.5 hours per day, except for approved compensatory time. The duration of this assignment is 5 years, with potential annual extensions as funding allows.

**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:** Implement 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 coordinate directly with regional NEIWPC staff based in the four NYSDOH Regional Offices (Metropolitan, Capital, Central and Western) on these matters. Incumbent may also provide 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 physical, biological, radiological and chemical contaminants.

**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.
- Develop source water protection plans, update SWAPs, collect, or oversee the collection of, environmental samples for analysis, and summarize, evaluate, and present environmental information and data.
- Develop written materials to provide 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 associated programs by implementing procedures and performing sampling and testing to evaluate compliance.

- Develop concise and coherent multi-media documents for communicating program activities and accomplishments (both internal to NYSDOH and external to other agencies, interested parties, and the public).
- Other duties as assigned by supervisor.

**SUPERVISORY CONTROLS:** Incumbent operates with some independence of action and delegation, and under the general supervision of the NEIWPC Program Manager (based in Central Office – Albany NY), who provides instruction on new work, guidance and review of completed work to assure accuracy and adherence to established policy and requirements. Job performance is evaluated by the NEIWPC Program Manager based in NYSDOH Central office and Kristine Wheeler of NYSDOH Bureau of Water Supply Protection (BWSP), in consultation with the NEIWPC Project Manager.

Based on assignment, incumbents of positions at this level may exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to, and review the performance of 1-5 technical or professional personnel; may exercise indirect supervision (i.e., through an intermediate level supervisor) over 6-15 technical or other personnel; and/or may exercise functional supervision (i.e., over certain but not all work activities, or over some or all work activities on a temporary basis) over 1-5 technical or professional personnel.

#### **Personal Characteristics**

- Think and act in a broad collaborative style. Care deeply about the health and impact of the entire organization
- 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

#### **RECOMMENDED QUALIFICATIONS:**

##### **Education**

A bachelor'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) three years of full-time, or equivalent part time, technical or professional experience in the fields referenced above or related field preferred, of which (B) at least one year must have been in a professional capacity, or (C) 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 one year 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.

### **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 organizational skills.
- Ability to work both independently and as part of a team.
- Excellent computer skills, including with Geographical Information Systems (GIS).
- Ability to follow oral and written instructions.
- Ability to maintain accurate records.

### **Environmental Factors**

Duties will be performed largely in an office setting, but with need for travel.

### **Requirements**

A valid driver's license and access to own transportation required.

Attendance in the Lowell office during the first two weeks of employment for orientation and attendance at the annual All Staff Meeting are mandatory.