



## **Community Specialist**

This position will be responsible for providing services under the EPA Safe Drinking Water Act, the Clean Water Act, along with the Training and Technical Assistance Program for small public water systems and private wells to achieve and maintain compliance with federal and local regulations, as well as administer training and technical assistance for small publicly owned water and wastewater systems and individual well owners to maintain and prove water quality as necessary. The Community Specialist will work with a variety of small systems operators, board members, community leaders and homeowners.

### **Responsibilities include, but are not limited to:**

- Assist the state lead with the delivery of training and technical assistance to rural water and wastewater systems, private well owners, and decentralized wastewater systems.
- Assist and act as a liaison to RCAP Solutions and the RCAP national network's personnel from state, federal, regional, and other service delivery organizations, and communities.
- Conduct needs assessments to identify types and causes of technical, managerial, and/or financial compliance failures, as well as risks and strategies for targeting assistance.
- Collaborate with internal and external team members to adapt/develop materials and conduct face-to-face trainings for managers of systems as prioritized and under the supervision by the state lead.
- Provide compliance-based, capacity-building training and technical assistance for operators, board members, and managers of small publicly treatment works, decentralized systems, small public water systems (PWSs), non-transient, non-community water systems, transient non-community water systems, and private well owners with the objective of protecting human health by reducing exposure to contaminants in drinking water and wastewater system sustainability.
- Collaborate with primary agencies and regional EPA officials to identify priority needs, making formal presentations and training in a multiple system group setting full training sessions, and work in the field providing technical assistance to small water system personnel.
- Work as a team member to support the objectives of the Community Resources division.
- Other duties assigned by supervisor/manager.

### **Required Knowledge, Skills, and Abilities:**

- The ideal candidate must be able to effectively communicate with individuals from diverse backgrounds.
- Ability to maintain accuracy while meeting all deadlines; the ideal candidate must be detail-oriented and organized with the ability to prioritize; and attend/participate in meetings presenting a team player approach.
- Always demonstrated commitment to exceptional customer service.



- Must maintain a high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated discretion, tact, and diplomacy.
- Must be able to work in a fast-paced environment with demonstrated ability to deal with multiple competing tasks and demands.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Bachelor's degree or equivalent experience in Engineering, Environmental Science, Geography, Biology, Planning, public health, or related field; professional engineering or high-level certified water operator. Minimum of 5 years of experience in water and wastewater, public health, project planning, community development, infrastructure financing or related field required, with experience in more than one of these areas is desirable. Experience with ME state, RD and EPA capacity building, funding, and/or compliance work. Experience in working with State and Federal Agencies.
- **Computer Skills:** Must have exceptional knowledge of computer systems and databases, Microsoft Office software including Outlook, Excel, and Word.
- **Certification:** Drinking Water Operators' license and/or wastewater license preferred, will consider sanitation license or equivalent experience.
- Must possess a valid Driver's license and be able to travel to various locations within the region as needed.

**Work Environment:** Although the position is a home office position, it is preferred that Community Specialists live in the region in which they're hired to represent. Variances from this requirement may be made on an individual basis to accommodate specific organizational needs but must receive prior approval made by management.

This position involves travel requiring both daily and overnight trips, which include weekends, and evening meetings.