

## Job Description

### MassDEP Environmental Analyst IV - (21000B3J)

[Job Description - Environmental Analyst IV \(21000B3J\) \(taleo.net\)](#)

*Posted 12/22/2021 - Application deadline 1/5/2022*

**Please note that requisitions (former Posting IDs) will remain open for 90 days; however, first consideration will be given to those applicants that apply within the first 14 days of the posting.**

The Department posted the following requisitions using MassCareers, a web-based Employee Career System. The system allows internal and external job applicants to apply online. You can apply for positions by logging into MassCareers at [www.mass.gov/anf/employment-equal-access-disability/masscareers/masscareers.html](http://www.mass.gov/anf/employment-equal-access-disability/masscareers/masscareers.html)

### Description

The Massachusetts Department of Environmental Protection (MassDEP) is the state agency responsible for ensuring clean air and water, the safe management of toxics and hazards, the recycling of solid and hazardous wastes, the timely cleanup of hazardous waste sites and spills, and the preservation of wetlands and coastal resources.

MassDEP seeks applicants for the position of Environmental Analyst IV within the Bureau of Water Resources (BWR), Drinking Water Program. The BWR program is charged with regional implementation of the Massachusetts Drinking Water Regulations and the Federal Safe Drinking Water Act to ensure the protection of public health. This position will be based in MassDEP's Central Regional Office (CERO), Worcester, MA and will be responsible for supervising Drinking Water program staff, coordinating Sanitary Survey assignments, and managing the Regional Data Management Activities for the Bureau. MassDEP's Central Regional Office serves 77 cities and towns situated in central Massachusetts.

### Duties for the position include:

1. Coordinate and supervise Regional BWR Data Management activities related to Accomplishment Tracking (beans). As necessary, attend monthly state-wide Data Managers meetings and coordinate with Boston Data Management and Revenue Units on reports, permit and annual compliance fees.
2. Sanitary Survey Coordinator – providing regional Drinking Water Program staff with yearly assigned Public Water Systems to be inspected, reviewing all sanitary survey reports for accuracy and timeliness and insuring that any Public Water Supplier found not complying with the regulations are being properly identified as either Violations, Deficiencies or Recommendations in the sanitary survey reports. In addition, coordinate with Boston Sanitary Survey Workgroup and maintain the sanitary survey checklists.
3. Conduct sanitary surveys – as necessary, conduct sanitary surveys of public water systems in CERO, completing all reports, enforcement, follow-up and data entry.
4. Drinking Water Enforcement Coordinator – oversee and provide guidance to staff in the development and execution of higher level enforcement actions, attend the regional enforcement review committee when enforcement cases associated with Drinking Water are presented, conduct enforcement conferences as necessary. In addition, coordinate with Boston on any enforcement initiatives and workgroups.
5. Provide technical assistance to Public Water Suppliers, general public, municipal officials, and consulting firms which include conducting meeting, teleconferences and written correspondence
6. Manage, maintain and track all CERO BWR accomplishments (including inspections and issued enforcement) and enter that information into the statewide accomplishment tracking data system.

**Preferred qualifications at hire:**

- Experience with data management systems and report preparation
- Supervisory experience
- Advanced skills in relevant computer applications such as Excel, Access, Word, Outlook and GIS-ArcView
- Experience related to design and/or construction of public water system treatment facilities and the operations of these facilities
- Knowledge of the principles of sanitary and environmental engineering as these relate to drinking water treatment and delivery, conveyance, treatment and residuals management
- Knowledge of applicable laws, regulations, and practices pertaining to the protection of drinking water, the environment, and public health and the ability to identify compliance status of facilities through the inspections and review of relevant submitted documents and reports.
- Ability to express ideas and technical information clearly both orally and in writing.
- Demonstrated ability to meet deadlines and prepare accurate documents with minimal supervision.
- High level of professional conduct and demeanor and ability to establish and maintain effective working relationships with coworkers.
- Experience and ability to wear and utilize safety equipment, climb stairs and ladders, negotiate uneven terrain, catwalks and heights, and lift up to 40 pounds.
- Possession of a valid Massachusetts driver's license or equivalent is required

**Qualifications**

**First consideration will be given to those applicants that apply within the first 14 days.**

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) five years of full-time, or equivalent part-time, technical or professional experience in the field of environmental science, biology, chemistry, earth science, environmental health, meteorology, natural science, toxicology or public health, of which (B) at least three years must have been in a professional capacity, and of which (C) at least one year 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 the field of environmental science, biology, chemistry, earth science, environmental health, meteorology, natural science, toxicology or public health may be substituted for a maximum of one year of the required (A) experience.\*

II. A Bachelor's degree with a major in the field of environmental science, biology, chemistry, earth science, environmental health, meteorology, natural science, toxicology or public health may be substituted for a maximum of one year of the required (A) experience.\*

III. A Graduate degree with a major in environmental science, biology, chemistry, earth science, environmental health, meteorology, natural science, toxicology or public health may be substituted for a maximum of three years of the required (A) experience and one year of the required (B) experience.\*

\*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of one year of the required (B) experience. No substitutions will be permitted for the required (C) experience.

**Executive Order #595:** As a condition of employment, successful applicants will be required to have received COVID-19 vaccination or an approved exemption as of their start date. Details relating to

demonstrating compliance with this requirement will be provided to applicants selected for employment. Applicants who receive an offer of employment who can provide documentation that the vaccine is medically contraindicated or who object to vaccination due to a sincerely held religious belief may make a request for exemption.

**An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.**

**Official Title:** Environmental Analyst IV

**Primary Location:** United States-Massachusetts-Worcester - 8 New Bond St

**Job:** Science

**Agency:** Department of Environmental Protection

**Schedule:** Full-time

**Shift:** Day

**Job Posting:** Dec 22, 2021, 4:03:50 PM

**Number of Openings:** 1

**Salary:** 69,929.34 - 102,938.94 Yearly

**If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator:** Michelle Waters-Ekanem - 6172925751

**Bargaining Unit:** 09-MOSES - Engineers/Scientists

**Confidential:** No