

RCAP Solutions

Job Description

Position / Job Title: Environmental Technician Specialist	Location: MA
Function / Department: Community Development	Date Prepared: 10/6/2020
Reports to: State Lead	Prepared By: J. Day Date:
Grade Level: 18	Approved By: E. Farrand Date: 01/01/2021

A. Position Purpose:

Responsibilities include providing services under the EPA Safe Drinking Water Act and Clean Water Act, Training and Technical Assistance Program for small public water systems and private well 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 improve as necessary water quality. The Environmental Technician Specialist will work with a variety of small systems operators, board members, community leaders and homeowners.

B. Essential Job Responsibilities

- **Responsibility**

Key Responsibilities

- Assist state lead in delivery of training and technical assistance to rural water and wastewater systems, private well owners and decentralized wastewater systems. Assist with RCAP Solutions' and the RCAP network's representative with personnel from state, federal, regional and other service delivery organizations and act as a liaison between these agencies and the community
- Conduct Needs Assessments to identify the types and causes of technical, managerial or financial compliance failures and risks and strategies for targeting assistance. Work with others to adapt/develop materials and conduct face-to-face trainings for managers of systems as prioritized and under supervision by the state lead
- Provide compliance-based and capacity-building training and technical assistance for operators, board members and managers of small publicly owned treatment works, decentralized systems, small public water systems (PWSs), non-transient non-community water systems (NTNCWSs), and transient non-community water systems (TNCWSs) and private well owners with the objective of protecting human health by reducing exposure to contaminants in drinking water and promoting water and waste water system sustainability
- Must be detail oriented
- Must present written information to a variety of audiences
- Entrepreneurial in nature; self-motivated; proven ability to work independently to achieve required objectives; team player
- Proven ability to collaborate with primacy 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.
- Ability to work as a team member to support the objectives of the Community Resources division

C. Education Requirements:

- 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 desirable
- Drinking Water Operator's License, Wastewater License, Sanitarian MA license or equivalent experience preferred

Experience Requirements

- Experience with MA state, RD and EPA capacity building, funding, and compliance work
- Experience in working with State and Federal Agencies
- Experience in providing TA to small rural water and wastewater systems

- Experience with Standard MS Office software and ability to learn new platforms and software
- Other experience including but not limited to writing environmental reports, conducting income surveys, developing asset management plans, developing system funding packages, grant writing, etc.
- Engineering and/or operational experience in Safe Drinking Water, Clean Water Act and MA compliance requirements

D. Certifications or Licensures:

- Valid Driver's License.

E. Working Conditions:

- Environmental Technician Specialists are required to live in the state in which they are hired to represent. Variances from this requirement may be made on an individual basis to accommodate specific organizational needs but must receive prior approval by management.
- The position involves extensive travel requiring both daily and overnight trips which could include weekends and frequent evening meetings. Approximately 50% of time is likely to be spent out of the office in local, and/or overnight travel, and at meetings in other locations.

F. Supervisory Responsibilities:

- None