

TITLE: ENVIRONMENTAL ANALYST I

EMPLOYER: Interstate Environmental Commission, c/o BioBAT, Bldg. A, 2nd Floor, Brooklyn, New York 11220.

LOCATION: Interstate Environmental Commission, c/o BioBAT, Bldg. A, 2nd Floor, Brooklyn, New York 11220 with field work and travel throughout the tri-state area.

SALARY: \$59,994-\$63,361, plus downstate location adjustment. Grade and Step dependent upon level of experience and qualifications

BACKGROUND INFORMATION: The Interstate Environmental Commission comprehensively addresses water quality issues and priorities in the IEC jurisdictional waters in the tri-state area (NY, NJ, and CT). IEC's jurisdictional waters were established by compact in 1936, which also established IEC as an interstate organization responsible for protecting the water and air of its jurisdictional area.

ADDITIONAL INFORMATION: Benefits provided but not included in salary range: vacation, personal and sick leave, health, life and disability insurance, tuition reimbursement, retirement plan. This position requires the incumbent to work five days a week, 7½ hours per day, except for approved compensatory time. This is not a remote or hybrid position. While a regularly scheduled telecommuting day is not an available benefit for IEC employees, an employee who has completed the probationary period may request a situation-dependent day to work at home in connection with a specific project. This is a year-round position, with a particularly heavy workload May through September.

JOB SUMMARY:

The incumbent will provide overall management and coordination for IEC's Coordinated Volunteer Water Quality Monitoring Program and participate in and assist with the coordination of other monitoring programs.

Assist the Executive Director and staff in the general operations of the office including communications and represent the Commission at meetings of regional partners, workgroups and committees.

DUTIES AND RESPONSIBILITIES:

1. As program manager for IEC's Coordinated Volunteer Water Quality Monitoring Program, primary responsibility will be to proactively manage, organize, and facilitate IEC's Coordinated Volunteer Water Quality Monitoring Program. Tasks associated with this program include:
 - Reaching out to connect with new volunteers and partners to expand the program
 - Providing support to citizen scientists by providing training, assistance with methods, assistance with equipment maintenance and calibration, and supplies as applicable.
 - Facilitating volunteer monitoring by coordinating sampling schedules with monitoring groups, laboratory and other regional partners.
 - Picking up samples, as necessary, from volunteer monitoring groups, and transport to the laboratory for analysis.
 - Reviewing and revising, as necessary, a quality assurance project plan (QAPP)s for the program, as well as producing QAPP Addendums and ensuring addendums are signed, returned and followed.
 - Assuring that all field monitoring and sampling activities are performed in accordance with approved standard operating procedures (SOPs) and approved Quality Assurance Project

Plans (QAPPs) and that all data are recorded properly on calibration sheets, field data sheets, chain of custody and other documents, as appropriate.

- Providing field training and mid-season reviews as necessary for all volunteer groups.
 - Providing laboratory support for the program including microbiological and chemical analyses.
 - Data review, data entry and data reporting associated with laboratory analyses and field monitoring data.
 - Communicating and presenting the program and results effectively as requested at conferences and meetings.
 - Communicating effectively with regional partners and reporting back to colleagues on progress in a clear and concise manner.
 - Thinking critically, analytically, and technically to contribute and develop creative ideas and relationships with partners and stakeholders.
 - Performing and reviewing data entry into Laboratory Information Management System (LIMS) and online databases (WQX EPA's online water quality database).
2. Assisting and supporting IEC's other programs as needed, including participating in ambient water quality (both boat and land-based) surveys and laboratory analyses.
 3. Participating in public outreach, information and education and other projects as assigned
 - a. Suggest, draft and edit content for social media posts
 - b. Update content on IEC's website
 - c. Tabling at public outreach events
 - d. Facilitating discussion and public education about ambient and wastewater issues
 4. Other duties as assigned.

The satisfactory performance of the above duties and responsibilities requires the incumbent to have a thorough understanding of the organization, and its policies, to exercise initiative, resourcefulness, and time-management skills, and to be able to work effectively with varied professional backgrounds and to communicate clearly and easily with the public. The ability to organize workload, and perform tasks in an accurate, conclusive, and timely manner is required.

SUPERVISORY CONTROLS: The Environmental Analyst consults with the Executive Director to prioritize responsibilities and duties in accordance with workplan. The Executive Director evaluates job performance. Incumbent operates with substantial independence of action and delegation of professional decisions within his or her area of activity.

PREFERRED QUALIFICATIONS:

Education

A bachelor's degree in environmental science, biology, chemistry, earth science, environmental health, natural science, toxicology, public health, or a related field.

Experience

Ideal applicants will have at least (A) two years of full-time, or equivalent part-time, technical or professional experience, of which (B) at least one year must have been in a professional capacity.

Special Knowledge and Skills

Ideal applicants will be organized, flexible, detail-oriented, and reliable, with a proven ability to understand, coordinate and prioritize multiple tasks associated with a project and a **strong** interest in water quality issues related to the tri-state area. Candidates should be comfortable working in a combination of laboratory and field settings and be equally comfortable and **effective** working independently or as well as a part of a small team.

Required:

- Knowledge of and experience with water quality monitoring and sampling procedures.
- Prior experience with YSI ProDSS, EXO1 multi-parameter sondes or similar water quality monitoring equipment.
- Experience with the collection, organization, and analysis of environmental data.
- Desire and ability to work outside, on a boat, under a variety of environmental conditions
- Excellent computer skills, including proficiency with Microsoft Word, Excel, Access, ArcGIS.
- Ability to write technically and concisely in order to produce technical documents and reports.
- Exceptional communication skills, both verbal and written.
- Excellent organizational and time management skills.
- Excellent attention to detail.
- Excellent reliability.
- Ability to work both independently and as part of a team.
- Forward thinking, self-starting individual that takes initiative.
- Excellent computer skills, including proficiency with Access, Excel, PowerPoint, GIS, and web development/design skills and experience.
- Ability to think critically in order to assist with the writing of technical documents and reports.
- Ability to take initiative to coordinate, troubleshoot and manage a monitoring project without ongoing supervision.
- Valid driver's license, private means of transportation, and willingness to transport water samples and sampling equipment when necessary.
- Experience driving in and around the tri-state area (NY, CT, and NJ.)
- Ability to lift and carry up to 50 pounds.