

<b>Title: Environmental Analyst</b>	<b>Adopted July 15, 2024 Updated:</b>
<b>Reports to: Environmental Manager</b>	<b>FLSA Status:</b> Non-exempt

### Summary

Assists the District and/or Environmental Manager and other staff with administration of the following programs: water quality, regulatory compliance, conservation and efficiency, source protection, and community outreach.

### Essential Functions

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Conduct water quality sampling and water level monitoring activities in an accurate and proficient manner at groundwater wells, surface water locations, treatment plants, and water customer locations.
- Organize, analyze, and report field, laboratory, and operational data.
- Develop and implement Standard Operating Procedures as applicable.
- Conduct environmental communications and public outreach initiatives, including some evening and weekend events.
- Develop and deliver customer education and outreach programs and materials, especially as it relates to water quality and conservation and efficiency.
- Assist in regulatory compliance activities, including report preparation and management of the District's lead and copper sampling program.
- Support source protection efforts and initiatives.
- Field customer inquiries and complaints.
- Attend occasional evening meetings (1-2 per month).
- Perform special projects as initiated or directed.
- Other duties as assigned.

### Supervision

*Supervision Scope:* Performs varied and responsible functions requiring a working knowledge of District operations and Rules and regulations. Exercises some judgement and initiative, primarily, using prescribed or established policies, rules, regulations.

*Supervision Received:* Works under the supervision of the District and/or Environmental Manager, following rules, regulations and policies; duties require the ability to plan and perform operations and independently complete assigned tasks, according to prescribed time schedules and protocols.

*Supervision Given:* May occasionally supervise interns, volunteers, and contractors.

### Recommended Minimum Qualifications

#### Education, Training and Experience

Bachelor's degree in Science, Engineering or Communications.

Minimum of 3 years professional experience.

Ability to independently manage tasks.

Fluent in Microsoft word, Excel, PowerPoint and Outlook.

Strong oral and written communication skills.  
A valid U.S. driver's license

#### Knowledge, Ability and Skill:

*Knowledge:* Knowledge of water treatment and distribution systems; knowledge of the operation of a water treatment plant; knowledge of water metering. Knowledge of local, MassDEP and EPA regulations; knowledge of local health ordinances. Must have knowledge of all safety procedures and be able to demonstrate the proper use of all required safety equipment.

*Ability:* Ability to organize work, write reports, maintain records and interpret data; ability to work well with operations and office staff. Ability to handle multiple tasks at once.

*Skill:* Organizing and analyzing reports and laboratory and operational data. Communicating with staff and customers.

#### **Job Environment**

- Administrative work is performed under typical office conditions; some field work is performed with some exposure to variable weather conditions, loud noise and hazards associated with heavy equipment and construction sites.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment, and light trucks.
- Contacts are by phone, through correspondence in writing and email, and in person; contact is with town departments, vendors, contractors, engineers, service technicians, state officials, and the general public, and consist of an information exchange dialogue, discussing routine and semi-complex issues.
- Errors could result in delays or loss of service, personal injury or injuries to others, damage to buildings and/or equipment, and monetary loss and/or legal repercussions.

#### **Physical Requirements**

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, minimum physical effort is required to perform administrative duties. Field work requires moderate effort. The employee is frequently required to stand, walk, sit, speak, and hear, reach with hands and arms, use hands to operate equipment, stoop, and bend. Employee may occasionally lift and/or move objects weighing more than 50 pounds. Vision and hearing at or correctable to normal ranges.

*The Acton Water District values diversity, equity, and inclusion and believe that everyone in the community deserves excellent public services and access to resources regardless of race, gender/gender identity, religion, ethnicity, physical abilities, age, sexual orientation, veteran status or personal experience. We believe in the benefit of diversity which allows us to become aware of varied ways of engaging with citizens and to discover, design and deliver enriched solutions and services for our community. The District embraces and encourages all qualified candidates to apply. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*