Environmental Compliance Coordinator
Auburn Water District
Auburn, MA

The Auburn Water District is seeking qualified applicants for a full-time Environmental Compliance Coordinator. This position assists in the implementation of water quality, source protection and water conservation programs including but not limited to safety and security, regulatory compliance, emergency response and outreach initiatives. The successful candidate shall be a self-motivated individual with a strong work ethic who enjoys working in a small organization.

Duties include, but limited to, performing regulatory water sampling and reporting to state and federal agencies, maintaining data management systems and District outreach initiatives. The candidate will have basic computer skills including familiarity with Windows-based programs.

The work schedule is Monday to Friday, 7:30AM to 4:00PM.

Pay commensurate with qualifications and experience, with starting pay at $60,000.

Qualified candidates should submit a letter of interest, resume and references to:

Greg Woods, Superintendent
Auburn Water District
PO Box 187
Auburn, MA 01501
gwoods@auburnwater.com

The District is an EEO/AA employer. All applicants must be eligible to work in the United States. Please note this job posting is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

AUBURN WATER DISTRICT

Environmental Compliance Coordinator

JOB DESCRIPTION
(August 2022)

GENERAL SUMMARY

Under the general supervision of the Superintendent, assists in the implementation of water quality, source protection and water conservation programs including but not limited to safety and security, regulatory compliance, emergency response and outreach initiatives. Perform varied and responsible duties requiring an understanding of District operations, federal and state environmental and drinking water regulations and policies. Incumbent must exercise judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Assists with the completing and filing of all necessary regulatory agency required reports and documents.
2. Performs drinking water quality testing activities in an accurate and proficient manner in accordance with established collection, analytical and reporting protocols. Ensures compliance with schedules, methods, locations and reporting.
3. Supports all aspects of drinking water quality monitoring activities required to evaluate treatment systems, processes changes and chemical dosage activities
4. Research emerging contaminants, new regulations, new industry processes and equipment for potential implementation and reports findings to the Superintendent. Collaborates with others to research trends, data and other records to gain knowledge of equipment and machinery; and inspects and investigates problem areas within the system for possible remedies.
5. Maintains data management systems required to effectively capture and manage operational data including station logs, water quality testing and sampling results, water use and consumption data, backflow and cross-connection survey data, and other operational data (as needed), to allow for efficient recovery, trend analysis and regulatory reporting needs.
6. May be required to serve as the liaison for the District with outside agencies; communicates with customers and contractors; as directed by the Superintendent, responds to requests for information.
7. Supports the development and administration of water quality outreach materials.
8. Develops, reviews, modifies Standard Operating Procedures (SOPs) and Emergency Response Plans relative to the District. Maintains emergency contacts and Safety Data Sheets.
9. Assists with administrative functions to support water distribution system maintenance, water treatment facility maintenance, office staff and larger capital improvement projects as needed.
10. Performs other related duties as required, directed or as the situation dictates.
11. Adheres to assigned work schedule and duties and complies with requirements of the District's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of current federal and state drinking water rules and regulations.
- Principles and practices of drinking water system operations.
- Basic knowledge of drinking water testing and laboratory procedures.
- Ability to compile, analyze, and apply technical information as it relates to water quality, conservation and related water supply interest.
- Ability to communicate effectively and tactfully with the public, co-workers, other employees, departments, officials and other agencies.
- Occupational hazards and standard safety practices.
- Personal computer, including word processing and spreadsheet software, small and large hand tools, small and large power tools, lab and measurement equipment, motor vehicles, telephone, radios and copy machines.
- Ability to efficiently and effectively communicate both verbally and in writing.
- Ability to work effectively under time constraints to meet deadlines.

MINIMUM JOB REQUIREMENTS

- Possession of a valid Massachusetts driver's license.
- Pass a pre-employment physical exam and background check.
- Bachelor’s degree in an environmental science, chemistry, biology and/or utility related field of study.
- Three to five years of progressive experience in a water utility or environmental field.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The majority of the work environment will be that of an office environment, but on occasions, the duties of this position requires working within the water pumping / treatment facilities and outdoors throughout the distribution system to collect the required water quality samples.

Depending on assigned task, the duties of this position typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be at times be exposed (with the appropriate personal protective equipment – PPE) to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, varied weather conditions including precipitation and extreme temperatures, intense noises, gases and workspace restrictions.

PHYSICAL DEMANDS

The physical demands described here 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, including the ability to lift up to 60 pounds.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.

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.