

## PROFESSIONAL POSITION DESCRIPTION

**Position Title:** Water Infrastructure Specialist / Technical Project Manager, New England Environmental Finance Center

**Division:** Muskie School of Public Service

**Department:** Cutler Institute for Health and Social Policy

**Location:** Wishcamper Center, Portland

**Schedule:** Full-time

**Reports to:** Chloe Shields, Deputy Director, New England Environmental Finance Center

**STATEMENT OF THE JOB:** The [New England Environmental Finance Center](#) (NEEFC) has been building community capacity as a U.S. Environmental Protection Agency (EPA) [Regional Environmental Finance Center](#) since 2001, helping states, Tribes, local governments, utilities, nonprofits, community-based organizations, and the private sector identify, fund, and finance critical environmental and infrastructure needs. Our region faces a growing water infrastructure challenge, with more than \$18 billion in investment required according to the Clean Water Needs Survey, with the impacts of climate change expected to compound this need. Nowhere are these challenges greater than in underserved and historically disadvantaged communities that lack the capacity to access much needed funding. In the wake of historic Bipartisan Infrastructure Law funding, NEEFC launched the [New England Water Infrastructure Network \(NEWIN\)](#): a multi-partner effort to help communities access funding for drinking water, wastewater, and stormwater needs through the Clean Water and Drinking Water State Revolving Funds and other sources. NEWIN meets communities where they're at and provides free financial, managerial, and technical support to New England municipalities, water utilities, and Tribes.

The **Water Infrastructure Specialist** will apply technical training and hands-on work experience to help water systems address the capital, operational, managerial, and financial challenges they face. They will manage technical projects and perform both lead and supporting roles working directly with water systems and community stakeholders. This position will work hand-in-hand with the Water Infrastructure Program Manager, who oversees NEWIN's programmatic direction, network building, and partner coordination. The Water Infrastructure Specialist will complement the skills of the Program Manager, bringing technical knowledge of water systems/engineering to deepen NEWIN's in-house expertise and help interpret and respond to community technical assistance requests. This role will also work closely with the NEEFC Director and Deputy Director, as well as NEWIN's five core partners, [Moonshot Missions](#), [RCAP Solutions](#), [University of New Hampshire Stormwater Center](#), [Quantified Ventures](#), and [UMass Boston Sustainable Solutions Lab](#). This job may be a good fit for former water utility operators or engineers looking for greater professional flexibility. This position will require travel, largely within New England, and is supported by a five-year cooperative agreement from the U.S. EPA.

## **ESSENTIAL FUNCTIONS:**

The Water Infrastructure Specialist will be responsible for the following:

### **Technical Project Management (50%)**

- Oversee a subset of NEWIN's drinking water, wastewater, and/or stormwater technical assistance projects, working with communities and water systems across New England.
- Review requests for NEWIN assistance for alignment with program objectives and partner skills; recommend next steps.
- Collaborate with the Water Infrastructure Program Manager on approaches for identifying and reaching water systems in greatest need of assistance.
- Work with NEWIN partners to draft and review technical assistance work plans for communities/water utilities (i.e., identify community water needs to be addressed, services to be delivered, anticipated outcomes, and associated timelines).
- Coordinate and facilitate virtual and in-person meetings (e.g., NEWIN partner check-ins, meetings with communities/water systems, state and federal partners, etc.).
- Track project outputs and outcomes and provide narrative content for quarterly progress reports to NEWIN's funder, U.S. EPA.
- Work with the Water Infrastructure Program Manager to develop water infrastructure case studies, website content, and other materials.
- Develop/maintain relationships with federal and state agencies, regional and national Environmental Finance Centers, and other organizations working in the water infrastructure space to ensure coordination and create opportunities for collaboration.
- Make formal presentations and represent the NEEFC and the University of Maine System at events and conferences.
- Manage contracted consultants and subawards, including performance, timeline, and budget drawdown.
- Supervise student staff e.g., Graduate Student Assistant, Student Intern, as appropriate.

### **Technical Assistance Delivery (50%)**

- Provide and/or support NEWIN partners with the delivery of capacity-building training and technical assistance to public drinking water, wastewater, and stormwater system managers, operators, and board members and, when applicable, private well and decentralized wastewater/septic system owners. Assistance may be virtual or on-site and will range from a few hours to multiple visits with the community. Areas of assistance may include:
  - Drinking water source availability, quality, and protection
  - Water and wastewater treatment processes
  - Treated water distribution and/or wastewater collection
  - Evaluation of a water system's technical, managerial, and financial data and records
  - Water and wastewater environmental regulations and permitting requirements
  - Asset management and capital planning
  - Water infrastructure funding and financing
- Conduct background research on water system capital, managerial, operational and/or compliance challenges and potential solutions, including similar cases in other communities, and

prepare technical memos summarizing research.

- Conduct on-site needs assessments to evaluate a water system's challenges and identify areas for improvement and potential projects to implement.
- Prepare technical reports and support materials for state and federal grant and loan applications to fund water infrastructure projects.

**SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES:** Ability to provide own transportation (fully insured vehicle), provide proof of a valid driver's license, and compliance with Maine law regarding vehicle insurance.

**SUPERVISORY RESPONSIBILITIES:** Supervises the work of NEEFC student staff e.g., Graduate Student Assistant, Student Intern, as appropriate.

**BUDGET RESPONSIBILITIES:** Develops and manages contractor and subawards budgets in collaboration with the NEEFC Deputy Director and USM Grants & Contracts staff. Analyzes project budgets and recommends allocations of dollars to contractors/subawards.

**PUBLIC AND PROFESSIONAL ACTIVITIES RELATED TO JOB PERFORMANCE:** Actively involved in and maintains professional associations with peers in the field through membership in national organizations, representation on boards, or presentations at conferences.

**INTERNAL AND EXTERNAL CONTACTS:**

**Internal:** Catherine Cutler Institute (including Grants & Contracts, Information Technology, and Human Resources), faculty, staff, and students at the Muskie School of Public Service, the University of Southern Maine, and the University of Maine System, including Cooperative Extension, Mitchell Center, Climate Change Institute, etc.

**External:** The NEEFC works closely with partners at all levels of government and civil society. This role will routinely interact with external contacts including at the U.S. EPA and other federal agencies, state, local, and Tribal governments, water utilities, nonprofits, universities, and community-based organizations across New England.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Utility, regulatory, engineering, and/or consulting experience related to drinking water, wastewater, and/or stormwater/green infrastructure.
- Knowledge of basic design and operation of water/wastewater/stormwater utilities and collection systems.
- Knowledge of and ability to research best practices in water system operations, management, and/or financial capacities.
- Knowledge of and ability to research water infrastructure funding and financing sources, particularly Clean Water and Drinking Water State Revolving Funds.
- Demonstrated success managing/implementing technical projects and meeting project timelines and deliverables.
- Demonstrated ability to speak in front of groups and work one-on-one or in small groups to provide guidance and information on water-related topics.

- Ability to write technical reports based on research, needs assessments, and/or interviews with water system operators and management.
- Ability to learn quickly; flexibility and willingness to adapt to changing priorities.
- Ability to work effectively both independently and as part of a team.
- Ability to travel, largely within New England, including overnight trips.
- Proficient in the use of Microsoft Office and Google Workspace.

**QUALIFICATIONS:**

**Required:**

- Bachelor’s degree or equivalent experience in engineering, environmental/earth science, environmental management/studies, sustainability, biology, public health, or related discipline.
- Minimum of 5 years of experience in the utility, regulatory, engineering, consulting, financing, and/or planning field related to drinking water, wastewater, and/or stormwater.

**Preferred:**

- Water/Wastewater Operator certification, Professional Engineer (PE), or Master’s degree in a relevant discipline.

**License/Certifications:**

- Ability to provide own transportation (fully insured vehicle), provide proof of a valid driver’s license, and compliance with Maine law regarding vehicle insurance.
- Certification: Water/Wastewater Operator certification or Professional Engineer (PE) preferred.

**For Human Resources Use**

**Date Approved: May 2024**

**Date Revised:**

**Job Family: 7**

**Salary Band: 5**

**Unit: UMPSA**

**Position #: 00026026**