



BARNSTABLE COUNTY JOB DESCRIPTION

Title: Water Resources Analyst I	Classification: Cape Cod Commission
Department: Cape Cod Commission	Grade: 9
Reports to: Natural Resources Manager	FLSA Status: Exempt
Effective Date: May 2, 2019	Union Status: Non-represented

Summary

Professional, technical and administrative work in water resources science to support the Cape Cod Commission's regional land use planning and environmental protection mission; all other related work as required.

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.

Applies technical and scientific knowledge and the results of hydrologic and water resource testing and/or modeling to update the Section 208 Cape Cod Area Wide Water Quality Management Plan, to evaluate applications for regulatory reviews under the Cape Cod Commission Act and other environmental laws, to assist municipal separate storm sewer systems (MS4) permittees and to support updates to the Regional Policy Plan and Area Wide Water Quality Management Plan.

Reviews or evaluates plans and designs for water quality infrastructure. Provides written and oral testimony and advises consultants and applicants on their proposals. Determines appropriate mitigation measures as conditions for project approvals. Reviews local and State projects to assess impacts of future land use and population increases on water supply and water quality; reviews local comprehensive plans and zoning changes, etc.

Compiles water resource data using geographic information systems and other software. Participates in the development of web application and desktop tools related to groundwater and water quality infrastructure planning by testing and assessing assumptions and scenario outputs.

Assesses impacts of land use on water supply, ground and surface water quality and stormwater systems. Recommends new or revised policies, procedures or regulations to support water resource or conservation goals.

Provides technical assistance and advice on water resources issues to Commission staff, public agencies and officials in the Cape Cod region, consultants and the media.

Reviews and comments on proposed new regulations issued by federal, State, county and local agencies for their impact on the Cape Cod Commission's water resources, hazardous waste clean-up, wastewater discharge, stormwater management and related areas of responsibility.

Supports public education on hydrology and water resource issues via media outlets and by addressing community groups, participating in workshops and conferences. Interprets data and provides information to local engineers and boards of health on the USGS methodology to estimate high groundwater elevations.

Supports USGS Groundwater Monitoring Network; collects monthly measurements; maintains database; maintains and prepares monthly reports.

Position is primarily office work but may require some field work.

Performs similar or related work, as required, or as situation dictates.

Supervision Received and Exercised



BARNSTABLE COUNTY JOB DESCRIPTION

Works under the general direction of the Commission's Natural Resources Manager, and collaboratively with other Commission staff. Functions independently, referring specific problems to supervisor when clarification or interpretation of policy or procedures is required. May provide direction to others in areas of expertise and may exercise supervision over employees' and consultants' work on specific projects in a project management capacity.

Qualifications

Education and Experience

Master's Degree from an accredited college or university in hydrogeology, environmental science/resource management, engineering science or related field and three years of relevant work experience in groundwater management or policy preferably with some regulatory experience; or an equivalent combination of education and experience.

Knowledge of groundwater hydrology and water quality principles and practices; State and federal groundwater and related environmental laws and regulations, including Title 5 and MS4; Cape Cod groundwater and local geology, geography and waterways helpful.

Ability to: analyze problems, prepare reports and formulate recommendations; establish and maintain effective working relationships with public officials and the general public; speak and write effectively; make formal presentations; clearly communicate complex scientific information in a simple way to stakeholders; understand the region's political environment and sensitivities; recognize Commission and regional priorities and work cooperatively and collaboratively to support their accomplishment.

Skill: writing, analytical, organizational, interpersonal/collaborative communication, project management, computer skills that encompass effective use of word processing, spreadsheet, project management, presentation, databases, and geographic information systems (GIS).

Required Licensing/Certification: A valid U.S. Driver's License

Job Environment

Most work is performed under typical office conditions with moderate noise; some work is performed outdoors under varying weather conditions; occasionally required to attend evening/weekend meetings. The volume of work is sometimes affected by deadlines and other time constraints. Operates a computer and general office equipment; may operate a variety of water quality sampling equipment; operates an automobile.

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.

Minimal physical effort generally required; occasional moderate to strenuous physical effort required; may be required to move/transport objects which weigh up to 25 pounds. Position requires the ability to operate a keyboard and general office equipment at efficient speed and view computer screens for an extended period of time. The employee is frequently required to convey highly technical information at meetings with staff and others. Operates automobile to perform County-wide travel to transact business.

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.

Equal Opportunity/Americans with Disabilities Act Employer