



JOB DESCRIPTION

Source Water Protection Specialist

Posted: March 5, 2018

Closing Date: Until position is filled

Classification: Regular Full-Time (40 hours per week), Non-Exempt

Supervisor: Executive Director

GENERAL ACTIVITIES

To fulfill the contractual requirements of the National Rural Water Association Source Water Protection Sub-Award Agreement. The Source Water Protection Specialist will work with communities, water systems, businesses and agricultural producers to develop source water protection plans to protect drinking water sources. In each project area, the Specialist will hold source water protection workshops, work with local partners to help establish and manage volunteer planning committees, develop inventories of potential sources of contamination, guide committees through the recommendation-generating process, and write a source water protection plan and implement protection activities. The Specialist will be a liaison with the USDA-FSA to ensure activities align with their source water protection priorities and those of the Connecticut and Rhode Island primacy agency. The Specialist shall be required to remain organized, stay flexible, and be able to work independently with little or no supervision.

EDUCATION/EXPERIENCE

The Source Water Protection Specialist should possess, at a minimum, any combination of education equivalent to graduation from an accredited college or university with major course work in geology, hydrology, natural resources planning, or related field and multi-year experience in a compatible area to groundwater protection or land use planning. A bachelor's degree is required, master degree is preferred. Knowledge of local government operations and public water supplies is preferred. Eligible candidates must be proficient with a computer, web-based applications, and applicable software, such as ArcGIS and MS Office. The candidate must also be comfortable with leading successful meetings and public speaking/presentations.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

1. Oversee and implement the NRWA Source Water Protection Sub-Award Agreement.
2. Provide technical assistance to rural and small municipal water system personnel and governing bodies in the research, development, and implementation of source water protection plans.
3. Assist the Association with its mapping and GIS program.
4. Attend ASRWWA sponsored seminars as requested by management and assist as necessary.
5. Acts as a liaison to create better coordination, communication and collaboration between rural and small community multi-jurisdictional entities, agricultural producers and local, county, state and federal agencies.
6. Provide timely information and reports on field operations that are necessary to publicize source water technical activities and services, included but not limited to, monthly reports on contractual activities and adherence to the association's goals and objectives.
7. Prepare or provide technical information for association publications as requested by management.
8. Inform the Executive Director of all contractual activities and communications.
9. Assist in the planning and implementation of annual conferences, training seminars, and other special programs.
10. Assist the Executive Director as necessary in attaining the goals and objectives of the association.

11. Upholds the utmost integrity, professional character, and image of ASRWWA while dealing with Superiors, Subordinates, Peers, Subcontractors, and External Contacts
12. Take responsibility for all equipment issued to their care and insure proper care and maintenance as prescribed by the manufacturer of said equipment. Records of such maintenance shall be maintained for each piece of equipment.
13. Maintain a valid driver's license and ability to travel.
14. Perform other duties as assigned by the Executive Director.

Internal Relationships

The USDA Source Water Protection Specialist is an employee of the State Rural Water Association. The USDA Source Water Protection Specialist works closely and communicates with the NRWA Source Water Project Manager to accomplish the requirements of the program.

External Relationships

The USDA Source Water Protection Specialist has frequent contact with water system personnel, agricultural producers, government, elected officials, industry and organizations.

Benefits

Health Insurance

Dental Insurance

Retirement Plan

Paid Leaves: Vacation, Sick & Personal Days, Holidays

Please email a Letter of Interest, Resume, and a list of three professional References to HR@asrwwa.org
No calls please.

ASRWWA is an Equal Opportunity Employer.