



April 3, 2018

JOB ANNOUNCEMENT

GSRWA, a nonprofit statewide membership organization, is dedicated to supporting water and wastewater utilities through onsite technical support, training classes, and legislative representation. GSRWA was incorporated in 2005 and is a member of National Rural Water Association. We are currently searching for a Source Water Specialist to join our team.

POSITION: Source Water Specialist

LOCATION: New Hampshire

HOURS: 40 hours per week

SCHEDULE: Exempt staff position. Typically Monday – Friday; may vary according to needs. Salary commensurate with experience.

FUNCTION: This position will support GSRWA's mission: "To provide its water and wastewater utility members with professional technical assistance, training, legislative representation, and liaison with agencies through its state and national programs" by providing technical assistance to New Hampshire's public drinking water utilities. The purpose of the Source Water Program is to proactively protect New Hampshire's public sources of drinking water.

LEADERSHIP: Reports to the Executive Director.

ANTICIPATED OUTCOMES

Ensure efficient and effective coordination, management, and implementation of GSRWA's Source Water Protection Program.

1. Work with personnel associated with New Hampshire's public drinking water systems including superintendents, operators, board members, town officials, and NH DES source water protection staff to develop 3 source water protection and/or watershed plans per program year. Onsite technical assistance will be provided by working with drinking water system personnel, coordinating drinking water protection committee meetings, educating volunteers, developing inventories of potential sources of contamination, and in consultation with local committees, develop site specific management recommendations. The specialist will write a plan for each project area and help volunteer committees implement a management recommendation (such as develop/pass a drinking water ordinance).
2. Coordinate and maintain a cooperative working relationship with public, state, and federal agencies.
3. Give presentations, teach and facilitate training classes, present information at meetings in order to accomplish Association's mission.

Supporting Water and Wastewater Systems in New Hampshire

4. Respond to inquiries from facilities, consumers, governmental agencies, and others regarding technical matters.
5. Attend meetings, trade shows, and other functions relative to the water industry as a representative of GSRWA, as necessary.
6. Participate in activities to retain, promote and expand Association membership and services.
7. Prepare or provide information for association publications as requested by management.
8. Attend National Rural Water Association's (NRWA) annual in-service training and annual WaterPro conference in locations outside of New Hampshire in order to benefit from professional development and networking opportunities.
9. Provide accurate and timely administrative reporting (logs, timesheets, expense reports) and grant/contract reporting as required.
10. Take responsibility for all Association issued equipment. Ensure proper care and maintenance as prescribed by the manufacturer. Maintain an equipment inventory which includes maintenance records as appropriate.
11. Perform other related duties assigned by the Executive Director.

WORKING CONDITIONS: Travels extensively throughout New Hampshire. There is some time working in the outdoor elements. Establishes field office in home.

QUALIFICATIONS:

Education/Experience: Should possess, at a minimum, a bachelor's degree in a natural resources related field. A master degree is preferred. Candidates should have knowledge of water resources, source water protection planning, public drinking water supplies, land use planning and how to identify and manage potential sources of contamination to drinking water supplies. Experience making formal presentations, developing technical reports, using excel, powerpoint, and ArcGIS are required. Proven experience teaching and working with volunteer groups.

Requirements:

A positive attitude, superb customer service skills, and a professional and courteous manner. Excellent verbal and written communication skills and the ability to work effectively with association staff, operators, decision makers, regulatory agencies and other professionals. Proven ability to work independently with little supervision and as part of a team. Reliable transportation, good driving record, automobile insurance, valid NH license and willingness to travel throughout New Hampshire are required. Pass a background check and pre-employment drug screen. Pass "Fit for Duty" screening.

Skills, Traits and Characteristics Necessary for Success: Applicants who enjoy helping others, have a positive attitude, take pride in their work and ownership of their career will thrive at

GSRWA. Must be hard working, self-motivated, innovative and energetic. Capable of multi-tasking in a fast-paced environment.

Physical Demands: To perform the essential functions of the position, the following applies: requires standing, stretching, bending, walking, lifting and transporting a minimum of 30 pounds. Must be able to climb stairs as well as be physically and mentally capable of performing multiple tasks under extended heavy pressure and be able to function in a fast paced environment.

To Apply: Please send a cover letter including salary requirements, current resume and references to:

GSRWA Attention: Human Resources
PO Box 596.
Walpole, NH 03608

Or E-mail to: info@granitestatewater.org