

Municipal Wastewater Grant & Loan Project Specialist (Environmental Specialist 4)

APPLY

Salary

\$55,872.00 - \$73,260.00 Annually

Location

Thurston County – Lacey, WA

Job Type

Full Time - Permanent

Remote Employment

Flexible/Hybrid

Department

Dept. of Ecology

Job Number

2022-WQ4878-11801

- DESCRIPTION
- BENEFITS
- QUESTIONS

Description



Per Governor Inslee's [Proclamation 21-14.2 \(Download PDF reader\)](#), Washington State employees must be fully vaccinated against COVID-19. As a condition of employment, the successful candidate will be required to provide proof of their COVID-19 vaccination as part of the hiring process, prior to their start date. Requests for medical and religious exemptions will be considered. If you have questions, please contact Careers@ecy.wa.gov with "**COVID-19 vaccination**" in the subject line.

Keeping Washington Clean and Evergreen

The Water Quality Program within the Department of Ecology is looking to fill a **Municipal Wastewater Grant & Loan Project Specialist (Environmental Specialist 4)** position.

This position is located in our **Southwest Regional Office** in [Lacey, WA](#). Note that Ecology is hiring two Municipal Wastewater Grant & Loan Project Specialist positions. This posting is for a specialist in the Water Quality Program's Southwest Regional Office in Lacey, Washington. A separate posting can be found for a specialist position in the Water Quality's Northwest Regional Office in Shoreline, Washington. Qualified applicants are encouraged to apply for both opportunities but should be aware of the differences in the location of the duty station.

Upon hire, you must live within a commutable distance from the duty station.

This position supports the Water Quality Program's goal of providing excellent, senior-level project management support and assistance to local governments for municipal wastewater improvement projects. In this position, you will provide project management and planning-related assistance for grant and loan applicants and recipients seeking to upgrade, expand, or build new municipal wastewater collection and treatment facilities.

This work involves close collaboration with communities and local governments as you assist them in understanding and navigating the application process, support the project through planning and construction, and be part of the team as new facilities are commissioned and brought into operation. These facilities are critical to

protecting and maintaining water quality, support growth in our state, and keep our communities healthy and thriving. Be a key partner in our collective efforts to protect the precious waterways and beautiful communities of the Pacific Northwest!

The mission of the Water Quality Program is to protect and restore Washington's waters to support healthy watersheds and communities. Our work ensures state waters can support beneficial uses including recreational and business activities, supplies for clean drinking water, and the protection of fish, shellfish, wildlife, and public health.

During Healthy Washington Roadmap to Recovery, employees are working a combination of in-office and/or telework based on position and business need. This position will include a combination of remote work from home, field work, and work in the office. Ecology is following current state guidance regarding mask requirements, health screening questions before entry, and social distancing. Looking ahead, Ecology has recently updated the agency policies on telework and flexible and compressed work schedules. Applicants with questions about position location options, telework, and flexible or compressed schedules are encouraged to reach out to the contact person listed below in "other information."

Application Timeline: This position will remain open until filled, with an initial screening date of **September 12, 2022**. In order to be considered for initial screening, please submit an application on or before **September 11, 2022**. The agency reserves the right to make an appointment any time after the initial screening date.

About the Department of Ecology

Protecting Washington State's environment for current and future generations is what we do every day at Ecology. We are a culture that is invested in making a difference. Join a team that is highly effective and collaborative, with leadership that embraces the value of people.

Ecology cares deeply about employee wellness; we go beyond traditional benefits, proudly offering:

- A healthy life/work balance by offering flexible schedules and telework options for most positions.
- An Infants at Work Program that is based on the long-term health values of infant-parent bonding and breastfeeding newborns.
- Continuous growth and development opportunities.
- A wellness program that offers education, fitness classes, and an agency-wide fondness for outdoor meetings.
- Opportunities to serve your community and make an impact through meaningful work.

Our commitment to DEIR

Diversity, equity, inclusion, and respect (DEIR) are core values central to Ecology's work. We strive to be a workplace where we are esteemed for sharing our authentic identities, while advancing our individual professional goals and collaborating to protect, preserve, and enhance the environment for current and future generations.

Diversity: We celebrate and appreciate diversity; our unique perspectives and abilities enrich us all and lead to innovative approaches and solutions.

Equity: We champion equity, recognizing that each of us need different things to thrive.

Inclusion: We intentionally create and hold space so that we all have meaningful opportunities to participate and contribute to Ecology's work.

Respect: We treat each other with respect and dignity, acknowledging the inherent worth of our diverse perspectives and lived experiences, even in times of uncertainty and disagreement.

We believe that DEIR is both a goal and an action. We are on a journey, honoring our shared humanity and taking steps to demonstrate our commitment to a vision where each of us is heard, seen, and valued.

Duties



What makes this role unique?

As the specialist for municipal grant and loan work, you will be the point of contact for the Southwest Water Quality Program and the face of the agency for communities and local governments seeking funds needed to plan, design and/or construct municipal wastewater facilities. You will build trust and confidence with our communities through honest, reliable, and consistent interactions over time, as they move through the application process and utilize funds over the course of each project. You'll routinely collaborate with project owners, consultants and contractors on a variety of concerns and questions, and be our go-to representative for making sure that all parties understand the agency's process and expectations for our funding program. In this position, you'll also have an opportunity to lead and shape Ecology's funding program by collaborating with staff and our stakeholders to improve our processes and make this vital resource more accessible to all communities throughout the state.

What you will do:

You will provide financial assistance management complicated and sometimes controversial municipal wastewater facility projects within the Southwest region. You will develop, negotiate, implement, and monitor terms of agreements for municipal wastewater improvement projects. To do this, you will:

- Review municipal wastewater facility grant and loan applications.
- Evaluate proposals for technical and financial feasibility and water quality benefit.
- Help grant and loan applicants and recipients prepare environmental, cultural resource, and environmental justice review documents.
- Coordinate with recipients and Water Quality Financial Management Section staff so that agreement requirements for grant and loan funding are understood and satisfied.
- Use a collaborative team process to work with others in the agency with overlapping project interests to resolve application scoring differences.
- Coordinate with recipients at key stages, such as grant or loan agreement negotiations, and initiation, planning, execution and closeout of funded municipal wastewater facility projects.
- Negotiate and manage clear scope of work and budgets with recipients. Define project tasks, sequences, time and cost estimates with the recipients.
- Help recipients understand funded project phases, objectives, scope of work, and proposed budget and timelines, and how to document and track progress using Ecology software (EAGL).
- Track project performance against contract obligations, and perform site visits throughout the project, specifically at critical milestone stages, in order to assess adherence to grant and loan agreements.
- Ensure project deliverables are completed and received, and expected outcomes are met on or before the negotiated agreement completion date.

- Review and certify grant and loan payment requests and Progress Reports for eligible costs in accordance with agreement terms, state and federal statutes, rules, and Program & Agency policies and procedures.
- Serve on the Wastewater Funding Workgroup, which is multi-disciplinary team of municipal wastewater facility project managers and engineers that share specialized municipal wastewater-related regulatory and technical skills critical for the identification and execution of cost-effective municipal wastewater facility improvement projects.

Qualifications

Required Qualifications:

Experience for both required and desired qualifications can be gained through various combinations of formal professional employment, educational and volunteer experience. See below for how you may qualify.

Option 1:

Nine (9) years of combined experience and/ or education.

- **Education:** Involving major study in environmental, physical, or one of the natural sciences, environmental planning or other allied field.
- **Experience:** In environmental analysis or control or environmental planning.

Experience may include:

- Planning, contract management, and/or grant and loan management for public works improvement projects.
- Assisting businesses or public agencies with regulatory requirements, including explaining options for coming into compliance.

Option 2:

- A Bachelor's degree involving major study in environmental, physical, or one of the natural sciences, environmental planning or other allied field.
- Five (5) years of professional-level experience in environmental analysis or control, or environmental planning, which may include experience as outlined in Option 1 above.

Option 3:

- A Master's degree involving major study in environmental, physical, or one of the natural sciences, environmental planning or other allied field.

- Three (3) years of professional-level experience in environmental analysis or control, or environmental planning, which may include experience as outlined in Option 1 above.

Option 4:

- A PhD degree involving major study in environmental, physical, or one of the natural sciences, environmental planning or other allied field.
- Two (2) years of professional-level experience in environmental analysis or control, or environmental planning, which may include experience as outlined in Option 1 above.

Option 5:

- Two (2) years of experience as an Environmental Specialist 3 at the Department of Ecology.

All experience and education combinations that meet the requirements for this position:

Possible Combinations	College credit hours or degree	Years of required experience
Combination 1	No college credit hours or degree	9 years of experience
Combination 2	30-59 semester or 45-89 quarter credits	8 years of experience
Combination 3	60-89 semester or 90-134 quarter credits (AA degree)	7 years of experience
Combination 4	90-119 semester or 135-179 quarter credits	6 years of experience
Combination 5	A Bachelor's Degree	5 years of experience
Combination 6	A Master's Degree	3 years of experience
Combination 7	A PhD	2 years of experience

Special Requirements/Conditions of Employment:

- Must have a valid driver's license

Desired Qualifications:

We highly encourage you to apply even if you do not have some (or all) of the desired experience below.

- Experience in planning, contract management, and/or grant and loan management for public works improvement projects.
- Experience applying negotiation and conflict resolution skills.
- Experience assisting businesses or public agencies with regulatory requirements, including explaining options for coming into compliance.

Note: Having some (or all) of this desired experience may make your application more competitive in a highly competitive applicant pool.

Supplemental Information

Ecology seeks diverse applicants: We view diversity, equity, inclusion, and respect through a broad lens including race, ethnicity, class, age, religion, sexual orientation, gender identity, immigration status, military background, language, education, life experience, physical disability, neurodiversity, and intersectional identities. Qualified candidates from all backgrounds are encouraged to apply.

Need an Accommodation in the application and/or screening process or this job announcement in an alternative format?

- Please call: (360) 407-6186 or email: careers@ecy.wa.gov and we will be happy to assist.
- If you are deaf or hard of hearing you can reach the Washington Relay Service by dialing 7-1-1 or 1-800-833-6388.
- If you need assistance applying for this job, please e-mail careers@ecy.wa.gov. Please do not send an email to this address to follow-up on the status of your application. You can view the latest status of your application on your profile's main page.
- **If you are reading this announcement in print format**, please enter the following URL to your search engine to apply: <https://ecology.wa.gov/About-us/Get-to-know-us/Jobs-at-Ecology>.

Application Instructions:

It's in the applicant's best interest to **submit all of the documents listed below**. Applications without these documents may be declined.

- A cover letter describing why you are interested in this position.
- A resume outlining your experience and education (if applicable) as it relates to the minimum qualifications of this position.
- Three professional references.

Please do NOT include your salary history. Wage/salary depends on qualifications or rules of promotion, if applicable.

For Your Privacy:

When attaching documents to your application (such as Resume, Cover Letter, Transcripts, DD-214, etc.):

- Please be sure to remove private information such as your social security number, date of birth, etc.
- Do not attach documents that are password-protected, as these documents may not be reviewed and may cause errors within your application when downloaded.

Additional Application Instructions for Current Ecology Employees:

Please make sure to answer the agency-wide questions regarding permanent status as a classified employee within the Washington General Service or Washington Management Service. Do not forget to select Department of Ecology as a response to question 2, and type your personnel ID number for question 3. If you are not sure of your status or do not know your personnel ID number, please contact Human Resources.

Application Attestation:

The act of submitting application materials electronically is considered affirmation that the information is complete and truthful. The state may verify this information and any untruthful or misleading answers are cause for rejection of your application or dismissal if employed.

Other Information:

If you have specific questions about the position, please email **Steve Ogle** at: **Steven.Ogle@ecy.wa.gov**. Please do not contact **Steve** to inquire about the status of your application.

To request the full position description: email careers@ecy.wa.gov

Why work for Ecology?

As an agency, our mission is to protect, preserve and enhance Washington's environment for current and future generations. We invest in our employees to create and sustain a working environment that encourages creative leadership, effective resource management, teamwork, professionalism, and accountability.

Joining Ecology means becoming a part of a team committed to protecting and restoring Washington State's environment. A career in public service allows you to help solve some of the most challenging problems facing our state, while keeping your health and financial security a priority. We combine one of the most competitive benefits packages in the nation with a strong commitment to life/work balance.

Ecology employees may be eligible for the following:

[Medical/Dental/Vision for employee & dependent\(s\)](#), [Public Employees Retirement System \(PERS\)](#), [Vacation, Sick, and other Leave*](#), [11 Paid Holidays per year*](#), [Public Service Loan Forgiveness](#), [Tuition Waiver](#), [Long Term Disability & Life Insurance](#), [Deferred Compensation Programs](#), [Dependent Care Assistance Program \(DCAP\)](#), [Flexible Spending Arrangement \(FSA\)](#), [Employee Assistance Program](#), [Commuter Trip Reduction Incentives \(Download PDF reader\)](#), [Combined Fund Drive](#), [SmartHealth](#) *See the Benefits tab in this announcement for more information

Student debt: how working for Ecology can help

The Department of Ecology is a qualifying employer for the Public Service Forgiveness Program (PSLF). See <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service> for more details.

To learn more about The Department of Ecology, please visit our website at www.ecology.wa.gov and follow, like or visit us on [LinkedIn](#), [Twitter](#), [Facebook](#), [Instagram](#) or our [blog](#).

Collective Bargaining: This is a position covered by a bargaining unit for which the Washington Federation of State Employees (WFSE) is the exclusive representative.

Equal Opportunity Employer: The Washington State Department of Ecology is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans, military spouses or people with military status, and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application/testing process or this job announcement in an alternative format may call (360) 407-6186. Applicants who are deaf or hard of hearing may call the Washington Relay Service by dialing 7-1-1 or 1-800-833-6388.

Note: This recruitment may be used to fill other positions of the same job classification across the agency. Once all the position(s) from the recruitment announcement are filled, the recruitment may only be used to fill additional open positions for the next sixty (60) days.