



Department of Health and Human Services  
Direct Hire Vacancy Announcement

***Public Water System Inspection Supervisor***  
***in the MeCDC's Drinking Water Program***  
***(Environmental Specialist IV)***  
**#020321791**

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CODE: 9254      RANGE: 26(Supervisory)      SALARY: \$44,616.00 - \$61,089.60/yr.

Value of State paid Health & Dental Insurance: \$370.98 biweekly (90% State Contribution)

Value of State share of employee retirement: 15.3 % of pay.

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**OPENING DATE:** May 4, 2016

**CONTACT:** L. Hadyniak, J.D.

**CLOSING DATE:** May 31, 2016

**TELEPHONE:** 287-1887

**LOCATION:** Augusta

**AGENCY INFORMATION:**

The Department of Health and Human Services (DHHS) provides supportive, preventive, protective, public health and intervention services that protect the public health and assist our customers in meeting their needs; and assists families in providing for the developmental, health and safety needs of their children. The mission for the Maine Center for Disease Control and Prevention (Maine CDC), within which this position is located, is to develop and deliver services to preserve, protect, and promote the health and well-being of the citizens of Maine. The Drinking Water Program administers and enforces the Federal Safe Drinking Water Act in Maine.

**JOB DESCRIPTION:**

You will be the Team Leader for the Public Water System Inspection Team. Your duties will include the supervision of 10 inspectors in five locations. You will assure consistency among inspectors through training on existing and new procedures, creation or modification of procedures and performance measurement. You will be a member of the Drinking Water Program Management Team.

You will also:

- Provide guidance to team members and public water systems on numerous regulatory and technical assistance activities;
- Coordinate your team's activities with the other teams in the Drinking Water Program;
- Work directly with public water systems on complex compliance or technical issues;
- Work with other State of Maine agencies that have regulatory authority over public water systems (e.g. Maine CDC Health Inspection Program);
- Issue notices of non-compliance;
- Respond to emergencies at public water systems; and
- Lead and manage continuous improvement activity within the PWS Inspection Team.

Typical work schedule will be 8 am to 5 pm Monday through Friday, with occasional afterhours work to attend meetings or to respond to public water system emergencies.

**MINIMUM REQUIREMENTS:**

An eight (8) year combination of education and/or experience in environmental science or related area which includes at least two (2) years of supervisory or program management/administration experience. Qualifying education must include at least 15 credit hours of science or engineering coursework.

*Preferred candidates* will have:

- Experience providing both written and verbal communications to a wide variety of audiences;
- Experience leading a team with diverse responsibilities and team member capabilities;
- Experience overseeing compliance with federal or state regulations;
- Demonstrated ability to ensure employee consistency through the creation of standard operating procedures, training, and performance measurement;
- Demonstrated ability to learn complex regulations and educate others on those regulations;
- Knowledge of water system operation, water treatment principals, and/or water regulations.

To apply, please either fax or US Mail (but not more than one of these methods) a completed direct hire application, transcript (if education will be used to meet the minimum requirements) , resume, and cover letter. *If you have any of the preferred education and experience(s) described and listed above, explain these in your cover letter.*

All application materials should be sent to:

Lynn Hadyniak, JD HR Manager  
Department of Health and Human Services  
32 Blossom Lane  
#11 State House Station  
Augusta, ME 04333-0011  
Fax: 207 287-8299

Direct hire applications are available at [www.maine.gov/dhhs/jobs](http://www.maine.gov/dhhs/jobs).

**Emailed application packets will NOT be accepted.**

**Application material must be postmarked or faxed by midnight of the closing date.**

*Only post-secondary degrees from a College or University whose accreditation has been granted from a nationally-recognized accreditation agency recognized by the U.S. Secretary of Education will satisfy educational requirements. Information can be obtained at <http://www.ope.ed.gov/accreditation/>. Applicants must have foreign degrees evaluated by the World Education Services for authentication and US equivalency.*

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*The Department of Health and Human Services is an Equal Opportunity/Affirmative Action Employer. We provide reasonable accommodations to qualified individuals with disabilities upon request.*