



Job Title: Program Specialist – Lead in Drinking Water	Date Updated: October 2025
Department: Community and Environmental Resources	Reports to: New Project Director
Location: New Hampshire / Adjacent States	Grade Level and FLSA Status: 18, Exempt

Job Summary:

The Program Specialist- Lead in Drinking Water will support the implementation of the EPA WIIN Lead Reduction Grant in New Hampshire (will consider candidates in bordering states). This role focuses on reducing lead exposure in drinking water at schools and childcare facilities through technical assistance, education, outreach, and coordination with stakeholders. The Program Specialist will work closely with RCAP Solutions staff, state agencies, and local communities to ensure successful project delivery and compliance with grant requirements. This position may also contribute to the organization's efforts to provide services under the EPA Safe Drinking Water Act, the Clean Water Act, and Training and Technical Assistance Program for small public water and waste systems and private wells to achieve and maintain compliance with federal and local regulations and improve water quality. The Program Specialist will work with a variety of school and childcare facility staff and administrators, board members, contractors, and community members.

Key Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions, absent undue hardship:

- Conduct site walk-throughs and lead exposure assessments at schools and childcare facilities.
- Develop and execute site-specific lead remediation plans.
- Coordinate with school officials, childcare providers, state primacy agencies, and contractors.
- Facilitate regular coordination meetings and maintain communication with stakeholders.
- Assist in the development and execution of MOUs/MOAs for each site.
- Create and implement education and outreach plans tailored to each site.
- Organize public launch events and community outreach activities.
- Distribute educational materials and reusable water bottles with approved program branding.
- Collaborate with RCAP's national WIIN working group.
- Engage with the public through social media, newsletters, and webinars.
- Develop post-installation sampling and water quality sustainability plans.
- Conduct water sampling (or guide local staff) before and after installation.
- Train facility staff on equipment maintenance and conditioning, sampling procedures, and filter replacement.
- Collaborate with other staff working directly on or supporting this program, including Finance and Communications.
- Work as a team member to support the objectives of the Community and Environmental Resources division.
- Develop agendas, record meeting notes, and maintain records of meetings and correspondence with stakeholders.
- Maintain records of work performed for federal grant reporting and project tracking purposes.
- Lead with RCAP Solutions values: Integrity, Empathy, Empowerment, Passion, Community and a Commitment to a Better Tomorrow.
- Other duties assigned by supervisor/manager.

Nothing in this job description restricts management's right to assign or change responsibilities of this job at any time.

**Experience Requirements:**

- Minimum of 5 years of experience in water and/or wastewater, public health, project planning, community development, infrastructure financing or related field preferred, with experience in more than one of these areas desirable.
- Understanding of water quality sampling protocols, plumbing code, corrosion control programs, state and federal requirements around lead in drinking water preferred.
- Computer Skills: Must have knowledge of computer systems and databases. Experience with Microsoft Office software including Outlook, Excel, Word, Teams, and SharePoint preferred. Experience with ArcGIS, including Survey 123, a bonus, but not required.
- Experience working with schools, childcare, water systems, local government and state agencies a plus.
- The ideal candidate must be able to effectively communicate with individuals from diverse backgrounds.
- Ability to maintain accuracy while meeting all deadlines; the ideal candidate must be detail-oriented and organized with the ability to prioritize; and attend/participate in meetings presenting a collaborative approach.
- Always demonstrated commitment to exceptional customer service.
- Must maintain a high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated discretion, tact, and diplomacy. Experience and comfort with public speaking preferred.
- Must be able to work in a fast-paced environment with demonstrated ability to deal with multiple competing tasks and demands.

Education Requirements:

- Bachelor's degree or equivalent experience in engineering, environmental science, geography, biology, planning, public health, or related field required.

Certifications or Licensures:

- Valid Driver's license, insured vehicle, and the ability to travel throughout the New England region.
- Drinking water operator license and/or wastewater license, registered sanitarian /Environmental Health Specialist, public administration or equivalent certification preferred.

Supervisory Responsibilities:

- None.

Working Conditions/Physical Requirements:

- Although the position is a home office position, it is required that the employee live in the region in which they're hired to represent.
- Typical home office settings include the ability to spend extended hours sitting and using office equipment and computers, along with the ability to be able to stand and walk for extended hours at a time conducting site visits and other field work.
- Ability to work on repetitive tasks and use fine motor skills to handle and control objects.
- This position involves regular planned travel, which may require occasional overnight stay, evening meetings, and weekend travel days.

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