



CITY OF
PRINCE GEORGE

JOB DESCRIPTION

JOB TITLE: ENVIRONMENTAL SPECIALIST
PROGRESSION

SCHEDULE: B

DIVISION: UTILITIES

PAYGRADE: 13- 20
Under Review

DEPARTMENT: CIVIC OPERATIONS

JOB SUMMARY:

The Environmental Specialist is responsible for source control, protection assessment and technical support for the City which may involve municipal projects related to sanitary sewer, storm water quality, drinking water, and groundwater protection. The incumbent provides knowledge and advice to the Civic Operations Department with respect to environmental regulations, guidelines, and objectives set by the municipal, provincial, and federal governments. Under general supervision of the Supervisor, considerable independence is required in fulfilling the duties of this position. Performs related duties.

The core work is similar at all levels but as the work becomes increasingly more complex there is a greater requirement for independent judgment, self-motivation, problem solving, communication skills, accuracy and detail, organizing and prioritizing an increasing workload and playing a lead role in environmental initiatives.

MAJOR RESPONSIBILITIES:

ENVIRONMENTAL SPECIALIST 1 (B13 Under Review)

Under the general supervision of the Supervisor:

Assists the Division with Source Control and Protection by:

- assisting with City projects related to sanitary sewer, wastewater, storm water management, drinking water, and groundwater;
- preparing cost estimates for projects related to source control and protection for budget and/or reporting purposes;
- drafting and administering Waste Discharge Permits including liaising with applicants, preparing permits and ensuring compliance;
- monitoring and reporting for permits and senior government regulations;
- reviewing sampling and monitoring the wastewater and drinking water systems;
- following the current legislation and regulations pertaining to sanitary sewer, storm water, drinking water, wastewater and bio solids and assisting the City in maintaining regulatory compliance;

- assisting with investigations and monitoring programs for source control such as fats, oils, and grease in the sanitary sewer system and commercial releases of contaminants into the sanitary sewer or the storm water system;
- liaising with Bylaw Services and assisting with investigations into bylaw infractions;
- preparing applications to senior government and other agencies to obtain grant monies to support City identified initiatives in the area of storm water, sanitary sewer, water quality, and other projects; and
- undertaking a variety of assignments/projects related to source control and protection.

Educates staff and the public by:

- liaising with commercial, industrial, and the general public with respect to conservation and source control and protection issues;
- initiating educational and media programs on a variety of topics as required including, but not limited to, the Sanitary Sewer Use Bylaw, the Storm Sewer Bylaw and the Water Bylaw; and
- providing relevant website information for the department.

Education: University degree in Sciences, Environment, or Engineering or completion of a recognized two-year diploma program in Sciences, Environment, Engineering, or Technology.

Experience: With a Bachelor's degree – one (1) years' experience directly related to drinking water treatment and conservation, storm water management, wastewater treatment, pollution prevention, waste minimization or enforcement, along with hands on experience conducting field testing/sampling equipment. With a diploma – three (3) years' directly related experience.

Knowledge & Skills: As listed at end of document

ENVIRONMENTAL SPECIALIST 2 (B 19 Under Review)

The responsibilities of the Environmental Specialist 2 are the same as Environmental Specialist 1 with the following additional responsibilities:

- researching and drafting various by-law and policy documents addressing compliance issues;
- preparing reports on topics such as new/revised Provincial and Federal legislation and changes to the *Local Government Act* with respect to source control and protection;
- monitoring and reporting for permits and senior government regulations;
- reviewing and providing recommendations for sampling and monitoring of the wastewater and drinking water systems;
- representing the City on intergovernmental and interagency committees related to water, groundwater, sanitary sewer and storm water;
- conducting investigations and monitoring programs for source control such as fats, oils, and grease in the sanitary sewer system or commercial releases of contaminants into the storm water system;
- liaising with Bylaw Services and assisting with investigations into bylaw infractions;
- submitting applications to senior government and other agencies to obtain grant monies to support City identified initiatives in the area of storm water, sanitary sewer, water quality, and other projects;
- attending to after hour call-outs, as required;
- undertaking a variety of assignments/projects related to source control and protection;

- liaising with government agencies, the Utilities Division, School District No. 57, CNC, UNBC and other organizations with respect to utilities issues; and
- working with Northern Health on issues of common interest such as grease traps and oil/water separators.

Education: University degree in Sciences, Environment, or Engineering or completion of a recognized two-year diploma program in Sciences, Environment, Engineering, or Technology.

Experience: A minimum of three (3) years' experience with a degree or five (5) years' experience with a diploma in an occupation directly related to storm water management, wastewater treatment, pollution prevention, waste minimization and enforcement, or drinking water treatment and conservation.

ENVIRONMENTAL SPECIALIST 3 (B 20 Under Review)

The responsibilities of the Environmental Specialist 3 are the same as Environmental Specialist 2 with the following additional responsibilities:

- playing a lead role in environmental initiatives, providing technical direction, training and coordinating the City source control programs;
- interpreting legislation and regulations pertaining to sanitary sewer, storm water, drinking water, wastewater and bio solids and assisting the City in achieving regulatory compliance;
- providing source control investigations and education including coordination of activities related to storm water, sanitary sewer, and potable water;
- assessing and supporting City capital and maintenance projects and providing the necessary support with respect to regulations, permitting, environmental management, and monitoring activities;
- participating in and leading fieldwork and technical analysis including, but not limited to,:
 - gathering water and soil samples to determine contamination level and assess environmental conditions.
 - performing chemical, physical, and biological tests on water and soil samples and documenting results.
- monitoring new provincial and federal environmental legislation related to a broad spectrum of environmental issues and subsequently making recommendations on amendments or identifying the need for existing/new City bylaws/programs;
- providing project instructions for compliance with federal and provincial regulations;
- coordinating the efforts of other staff in taking action on environmental issues;
- acting as a mentor and subject matter expert to help develop capacity in other environmental staff;
- reviewing applications for environmental permits or certification;
- receiving development, subdivision, and environmental development permits and providing recommendations;
- implementing quality control and quality assurance protocols for testing materials for conformity and compliance; and
- representing the City's environmental and sustainability interests and participating as a member of various committees;
- designing and managing municipal projects in areas related to environmental quality, including preparing reports to City Council on related topics;

- submitting applications to senior government and other agencies to obtain grants to support City identified environmental projects;
- relating economic, health, political, and social issues to the management of environmental systems in both industrial and municipal applications;
- assisting in the preparation and revision of various City bylaws the Official Community Plan and undertaking the completion of reports addressing environmental issues as required; and
- providing technical analysis regarding source control measures related to Official Community Plans, sub-area plans (e.g. neighborhood plans, sector plans), regulatory bylaws (e.g. zoning bylaw, subdivision control bylaw) and commenting on current planning applications, as required.

Education: Bachelor's degree in Biology, Environmental Science, or a related discipline. Registered or eligible to register for membership with one of the following designations/memberships: College of Applied Biology (RPBio), BC Institute of Agrologists (PAG), ECO Canada (EP), or the Society of Contaminated Sites Approved Professionals of BC (CSAP).

Experience: A minimum of seven (7) years' experience in an occupation directly related to storm water management, wastewater treatment, pollution prevention, waste minimization and enforcement, or drinking water treatment and conservation.

Knowledge and Skills: Considerable knowledge of sanitary sewer, storm water, and drinking water, with a focus on planning, management, assessment and sustainable development. Demonstrated initiative and the ability to function in an independent manner. Ability to communicate effectively both orally and in writing and the ability to relate effectively to the public. Ability to make presentations to technical and public groups and communicate effectively and respectfully with other City employees, representatives of external agencies, industry and special interest groups. Ability to develop and maintain professional, cooperative and mutually respectful relationships with a variety of internal and external contacts. Ability to conduct independent fieldwork and research, and prepare reports with limited supervision within short timeframes. Considerable knowledge of modern and complex principles and practices of wastewater discharge inspection and investigation. Knowledge of the standard methods and techniques of commercial/industrial waste monitoring, sample collection, and analysis. Knowledge of the equipment used in the control and monitoring of industrial wastewater. Ability to perform laboratory procedures of sampling, testing and chain of custody protocols for drinking water, storm water and wastewater. Demonstrated use of the principles of project management and technical writing. Knowledgeable of the applicable safety principles in differing environments. Ability to work outdoors for extended periods in unfavorable weather conditions. Strong organizational and time management skills. Demonstrated initiative, judgment and creativity in carrying out projects. Ability to deal courteously, tactfully, diplomatically and professionally with staff and members of the public. Ability to coordinate, work within, and contribute to a pro-active team environment. Strong computer abilities in a Windows-based environment related to the position. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including, but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Driver's license:	Yes. Valid BC driver's license, Class 5 unrestricted.
Vehicle Usage:	Yes. City owned vehicles / vehicle usage policy.
Police Information Check:	N/A
Baseline Hearing Test:	Yes

Prepared by:
Date Prepared:

S.Young/H McLeod/W Wedel
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