

TOWN OF RENFREW

DEPARTMENT: DEPARTMENT OF DEVELOPMENT & WORKS

POSITION: Environmental Engineering Officer

POSITION SUMMARY:

Reporting to the Director of Development and Works, the Environmental Engineering Officer is responsible for providing day-to-day operational support to supervisors and staff regarding environmental engineering programs and environmental compliance. The Environmental Engineering Officer manages projects and staff in areas related to waste management, landfill operations, water quality management, energy monitoring, environmental assessments, health and safety programs and policy/studies as required. The position also includes annual capital budget forecasting and cost estimating for various projects and initiatives, as well as providing strategic advice, interpretation, guidance, coordination and problem solving in order to successfully manage operations and meet departmental objectives.

SCOPE:

Failure to provide adequate advice or assistance, or errors in judgement may result in environmental damage, potential financial loss and a loss of credibility for the Director of Development and Works and Council.

KEY RESPONSIBILITIES/DUTIES:

This job description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

- Supervise staff at the Landfill and Municipal Household Special Waste Site
- Coordinate the Town's Waste Management program, including the municipal Landfill and associated Certificate of Approval, landfill monitoring, garbage and recycling collection, household hazardous waste, leaf and yard waste, electronic waste, equipment, contract administration, data collection, collection schedules and depots in compliance with applicable regulations and legislation.
- Act as the Town's Drinking Water Quality Management System (DWQMS) representative and implementation lead and coordinate the DWQMS in compliance with the applicable regulations and legislation.
- Assist the Waterworks Department in the coordination and completion of the Community Lead Testing Program.

- Annually prepare and administer the Waste Diversion Ontario (WDO) data call.
- Assist the Waterworks and Roads and Services divisions in the coordination and maintenance of the Town's Sewer-Use Compliance Program.
- Administer the Town's tree inventory program identifying emerald ash bore and related action items.
- Provide assistance and guidance to the Town planner on development related environmental matters, including the review of plans and reports as may be required.
- Manage an eco-friendly weed control program and service contract for the Town.
- Review of environmental risk assessment and remediation requirements and studies for contaminated sites in the area.
- Undertake Public Education & Promotion Programs and organize community events (i.e., Pitch In! Day, Swap Days, Earth Day, etc.).
- Prepare tenders and request for proposals for related environmental programs.
- Prepare reports to advisory committees and Council on Operations matters, and attendance at committee and Council meetings on an as required basis.
- Provide administrative support to the Director of Development and Works with respect to tracking expenses, approving invoices, contract administration, budgeting, purchasing, and reporting.
- Strong understanding of current environmental issues and programs, including brownfields, environmental assessments and monitoring, energy management, water/wastewater management, and stewardship programs, etc.
- Conduct research and compile data as required.
- Energy management and reporting
- Abide by all applicable Provincial and Municipal regulations and legislation including the Occupational Health and Safety Act, and work in accordance with the corporate strategy, and all Town policies and procedures pertinent to the role and work
- Advance corporate health and safety policies and programs.
- Manage receipts from landfill operations
- Performs other duties as assigned or amended from time to time.

WORK RELATIONS:

Internal: Director, Landfill Staff, Operations, employees in the Operations Department (within division and external), and other staff of the Town of Renfrew.

External: The public, representatives from other municipalities, Provincial and Federal Ministries and agencies, related associations, and contractors, vendors or suppliers.

WORKING CONDITIONS:

Physical Demands – The Environmental Engineering Officer may have to work odd or long hours to complete special requests or projects. The role may include spending long hours sitting and using office equipment, computers and attending meetings and sessions. The position will include working outdoors and site visits where walking and climbing will be required.

Environmental Conditions –The Environmental Engineering Officer may find the environment to be busy/noisy and will need excellent organizational, time and stress management skills to complete required tasks. With the occasional site visit, the role may include being exposed to fumes, loud noises, and hazardous substances.

Sensory Demands – Sensory demands can include reading and use of the computer in a busy office environment.

Mental Demands – The Environmental Engineering Officer will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time. The role will include pressure related to working with the public and managing complaints or inquiries.

MINIMUM REQUIREMENTS:

Experience

- Minimum three (3) years of experience in municipal public works or a related field.

Education/Certification

- College Technology Diploma or University Degree in environmental studies or a related field.
- Valid class 'G' driver's license.
- Ability to obtain a clear Vulnerable Sector Criminal Record Check.
- Possess or working towards obtaining certification with Ontario Association of Engineering Technicians and Technologists

Knowledge

- Knowledge of applicable provincial legislation and regulations including, but not limited to, *Environmental Protection Act*, *Ontario Water Resources Act* and *Occupational Health & Safety Act*, *Safe Drinking Water Act*, and the *Green Energy Act*.
- Working knowledge of waste management, landfill operations and water quality management.

- Understanding of environmental assessment and remediation of contaminated sites, however experience in this area is considered an asset

Skills, Abilities

- Problem solving and research skills.
- Ability to consult with the public.
- Interpersonal skills including, integrity, courtesy, tact and discretion.
- Maintain confidentiality, professionalism, use sound judgement and demonstrate the ability to work independently and collaboratively while providing services.
- Maintain standards of conduct, possess cultural and political awareness/sensitivity, demonstrate sound work ethics and be consistent and fair.
- Exceptional communication skills (written and verbal).
- Highly organized with a demonstrated ability to prioritize, set schedules, handle multiple projects/competing demands, and meet deadlines.
- Proficient computer skills (Word, Excel, PowerPoint, GIS), sound analytical problem solving, report writing, presentation, interpersonal and time management skills.

Asset Qualifications

- Experience with municipal public works or related field.
- Ministry of the Environment training.
- Education in municipal or provincial government (i.e. AMCTO training).
- Health and safety knowledge would be an asset.

SALARY RANGE: 1820 hours per year – \$31.65 - 37.23 per hour