

Environment Coordinator

DEFINITION

This is complex and highly independent environmental work which has the primary responsibility of developing, implementing, auditing and maintaining the Section's Environmental Management System. Providing staff environmental training and public education, conducting environmental projects and studies, and monitoring and reporting on existing and proposed environmental legislation which may impact the Branch or Section are also responsibilities of this position. Plant environmental projects, studies, investigation and inspections are conducted.

Work of this class is distinguished from the Environmental Protection Officer by the degree of independence exercised and the overall complexity of the position.

TYPICAL DUTIES*

Co-ordinates, directs and participates in the development, implementation, auditing and maintenance of a Section Environmental Management System (EMS).

Manages the Branch EMS as Environmental Manager on a rotational basis.

Initiates, plans and conducts information and education programs.

Attends public meetings and assists with the preparation of news releases.

Plans, conducts or coordinates environmental projects, reviews and studies.

Reviews proposed plans and activities, investigates environmental incidents and near-misses, and conducts site reviews and inspections to ensure environmental compliance.

Prepares reports for regulatory purposes, maintains inspection records and other related data.

Acts as plant environmental liaison on various committees.

KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of environmental management systems, applicable laws, bylaws and regulations and legislative requirements pertaining to wastewater treatment plant operations.

Knowledge of specific technologies in wastewater treatment.

Knowledge of pollution prevention and waste minimization techniques.

Knowledge of standard statistical techniques, procedures and research methods.

Considerable knowledge of word processing, spreadsheet and database applications including mainframe applications such as SAP and Laboratory Information Management Systems (LIMS).

Ability to communicate effectively, both orally and in writing.

Ability to work outdoors for extended periods in unfavourable weather conditions.

Ability to work effectively as a team player with a wide range of City management and staff personnel.

TRAINING AND EXPERIENCE REQUIREMENTS**Job Level**

University Degree in Sciences or Engineering or completion of a recognized two-year diploma program in Sciences or Technology with specialization in Environmental Sciences. Completion of the University of Alberta Environmental Resources Management (ERM) Certificate Program or an equivalent program of studies will be considered equivalent to specialization in environmental sciences.

Minimum of six years' experience with a degree, or eight years experience with a diploma, in an environmental occupation directly related to wastewater treatment, pollution prevention, waste minimization or law enforcement.

Eligible to be a certified member of the Alberta Society of Engineering Technologists (ASET), as appropriate.

Valid Alberta Class 5 Driver's License.

Must qualify as an EMS Auditor within six months of commencing position.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	1875			
Last Updated:	2004-09			
Previous Updates:				
Originated:				