

# TOWN OF RENFREW

**DEPARTMENT:** DEPARTMENT OF DEVELOPMENT & WORKS

**POSITION:** Environmental Engineering Officer

## **POSITION SUMMARY:**

Under the direct supervision of the Director of Development and Works the Environmental Engineering Officer provides an important role in managing projects and staff in the areas of waste management, landfill operations and water quality management, energy monitoring, environmental assessments, health and safety program, policy and studies as required. The position provides assistance in annual capital budget forecasting as well as cost estimating various operational projects. The Environmental Engineering Officer provides direct interaction, strategic advice, interpretation, guidance, problem resolution and coordination of a range of day-to-day Operations issues that require judgement and tactical decision-making within prescribed policy parameters. The role is responsible for providing support to supervisors and staff relating to Operations matters, with emphasis on the Town's environmental engineering programs and environmental compliance.

## **SCOPE:**

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

## **KEY RESPONSIBILITIES/DUTIES:**

*The foregoing 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.*

- Coordinate in compliance with applicable regulations and legislation, 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.
- Coordinate the Town's Drinking Water Quality Management System (DWQMS) in compliance with the applicable regulations and legislation. Act as the DWQMS representative and implementation lead.
- Assist 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 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 associated administrative support to the Director of Development and Works including, tracking expenses, approving invoices, contract administration, budgeting, purchasing, and reporting.
- Strong overall 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
- Work in accordance with applicable Provincial and Municipal regulations and legislation including the Occupational Health and Safety Act, and work in accordance with the corporate strategy, and all policies and procedures of the Town relevant to the work.
- Work in advancing corporate health and safety policies and programs.
- Performs other related duties consistent with the duties outlined above.

**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 contractor personnel.

## **WORKING CONDITIONS:**

*Physical Demands* – The Environmental Engineering Officer may have to work odd or long hours at a time to complete special requests or projects. The role may include spending long hours sitting and using office equipment, computers and attending meetings and sessions which can lead to muscle strain. The position will include periods of work outdoors such as 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 the required tasks. With the occasional site visit, the role may include being exposed to occasional fumes, loud noises, and to hazardous substances.

*Sensory Demands* – Sensory demands can include reading and use of the computer which may cause eyestrain and occasional headaches and the constant noise and activity of 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.

## **MINIMUM REQUIREMENTS:**

### *Experience*

- Minimum three (3) years of experience in a related environment.

### *Education/Certification*

- College Technology Diploma or University Degree in related environmental studies field.
- Valid class 'G' driver's license.
- Ability to obtain a clear Vulnerable Sector Check (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, 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 familiarity of waste management, landfill operations and water quality management.
- Understanding of environmental assessment and remediation of contaminated sites, direct experience would be 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, use sound judgement and demonstrate the ability to work independently and in a team environment and maintain a professional demeanour while providing services.
- Maintain standards of conduct, possess cultural and political awareness and 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 and 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 – \$26.31 to \$35.08 per hour