

REGIONAL DISTRICT OF BULKLEY-NECHAKO

Staff Job Description

Job Title: Director of Environmental Services

Date Prepared: October, 2019

Department: Environmental Services

Reports to: Chief Administrative Officer

SUMMARY

The Director of Environmental Services is primarily responsible for the updating and implementation of the Regional District's Solid Waste Management Plan and overseeing the operations and capital infrastructure works of the Environmental Services Department, Water and Sewer Systems, and Liquid Waste functions. The Director of Environmental Services is also responsible for overseeing the RDBN Invasive Plant (Weed) function and participating in the Occupational Health and Safety Program.

DUTIES AND RESPONSIBILITIES:

1. Oversee the updating and implementation of the RDBN Solid Waste Management Plan including:
 - a) Ensuring that initiatives and developed programs are in accordance with the approved Solid Waste Management Plan;
 - b) Completing capital infrastructure works associated with:
 - i. Landfill development, operations and closure activities;
 - ii. Landfill leachate collection and treatment systems;
 - iii. Landfill gas;
 - iv. Transfer Station development and operations.
 - c) Investigating alternative disposal methodologies for problematic waste streams (eg. wood waste) and providing recommendations to Board of Directors;
 - d) Investigating user-pay principals and providing recommendations to the Board of Directors as required;
 - e) Developing three R's (reduce, reuse, recycle) initiatives within the Regional District by:
 - i. Working with the Provincial and other local government agencies in promoting existing and newly developed stewardship programs;
 - ii. Reviewing and evaluating submissions for services, and presenting the results of the evaluation to the Board of Directors for their consideration;
 - iii. Developing and maintaining operational contracts when directed to do so by the Board of Directors.
2. Engaging in asset management planning and project management activities relating to design, construction and upgrading of environmental services facilities, including projects associated with the solid waste, liquid waste and water supply functions by:
 - a) Conducting an investigation of each project from the needs analysis stage through development of a rough cost estimate;



- b) Preparing the technical portion of applications for funding through infrastructure programs;
 - c) Implementing procurement processes including but not limited to RFQ, RFP, Tender as required;
 - d) Presenting, or directing the presentation of, the final design to the Board, recommending a preferred design;
 - e) Contacting various government agencies to arrange the necessary permits for construction;
 - f) Finalizing contract details in accordance with Board directives and overseeing construction work including performing site inspections and maintaining contact with contractor;
 - g) Monitoring all invoices received to ensure conformance with agreed contract terms and to ensure costs are within prescribed parameters.
3. Preparing and monitoring the department's budget by reviewing expenditures on a regular basis and by developing and discussing budgetary projections with the Chief Administrative Officer and Financial Administrator.
 4. Participating in strategic planning sessions, Department Head Meetings, and assist other Departments in providing guidance on all matters relating to Environmental Services, Liquid Waste, Water, Invasive Plants, Health and Safety.
 5. Providing guidance and assistance to the Chief Administrative Officer, Financial Administrator and Board of Directors on all matters relating to Solid Waste, Liquid Waste and Invasive Plants including policies, objectives, capital requirements and programs.
 6. Providing guidance and assistance to the Chief Administrative Officer, Financial Administrator, Board of Directors and Local Commission on all matters relating to the Water and Sewer Systems including policies, objectives, capital requirements and programs.
 7. Oversee and provide recommendations regarding recruitment, retention and termination of Environmental Services Department Staff.
 8. Overseeing, including providing guidance and assistance to the Deputy Director, Environmental Services Operations Manager, Operations Foreman and Environmental Services Assistant in:
 - a) Ensuring all landfills, transfer stations and liquid waste receiving facilities within the Regional District are in compliance with environmental standards and regulations, are providing an acceptable level of public service, and are being operated in accordance with employment / operations contracts;
 - b) Ensuring that contingency measures are in place in the event an existing contract is terminated by either party;
 - c) Ensuring that waste hauling services are conducted in a safe and efficient manner;
 - d) Preparing new contracts as required, or updating existing contracts when being renewed;



- e) Implementing and overseeing the day-to-day operations of existing/proposed reuse initiatives, bylaws, policies and protocols;
 - f) Obtaining permits or approvals from various other government agencies in relation to construction projects or operations;
 - g) Ensuring all landfill leachate collection and treatment systems and liquid waste receiving facilities within the Regional District are in compliance with environmental standards and regulations, are providing an acceptable level of public service, and are being operated in accordance with employment / operations contracts;
 - h) Ensuring that the environmental monitoring program is adequate and ensuring that reports are submitted to the Ministry of Environment as required;
 - i) Ensuring the Invasive Plant Function meets the goals and objectives of the program, including budget development and monitoring;
 - j) Obtaining permits or approvals from various other government agencies in relation to construction projects or operations;
 - k) Overseeing the operations, maintenance and capital replacement of the Water and Sewer Systems by:
 - i. Ensuring compliance with permits and bylaws;
 - ii. Prepare, review and monitor budgets;
 - iii. Oversee and coordinate capital improvements or emergency repairs to the Water and Sewer Systems;
 - iv. Ensuring that the applicable RDBN staff obtain and maintain the required certification levels through BCWWA.
 - l) The development and implementation of waste reduction (recycling) initiatives including contract administration and the monitoring of the effectiveness of Provincially regulated stewardship programs;
 - m) The design, development and implementation of public education programs, newsletters etc;
 - n) Developing, implementing and reporting on the RDBN's Corporate Energy and Emissions Plan as it relates to creating a more sustainable region through management, promotion, consideration and integration of sustainability policies and programs;
 - o) The review and modification as required, of Bylaws and procurement documents associated with Environmental Services activities;
 - p) Conducting performance assessments for submission to the Chief Administrative Officer.
9. Ensuring that the Joint Occupational Health and Safety Committee is in compliance with WCB regulations and is efficiently and effectively addressing health and safety matters. Participating on the RDBN Safety Committee as a management representative.
10. Preparing and overseeing the preparation of a variety of reports to the Board and various committees.
11. Providing information and assistance to the public regarding environmental services matters.



12. Maintaining current knowledge regarding trends and developments in the management of urban and rural environmental matters. Ensuring that Environmental Services staff are encouraged to take courses relevant to their positions which will allow for increased training and greater knowledge regarding Environmental Services matters.
13. Performing other related duties as assigned.