



REGIONAL DISTRICT OF BULKLEY-NECHAKO

Staff Job Description

Job Title: Environmental Coordinator

Date Prepared: July 31, 2020

Department: Environmental Services

Reports to: Director of Environmental Services

SUMMARY

The Environmental Coordinator is responsible for managing the RDBN's landfill leachate collection and treatment systems, conducting environmental monitoring, overseeing proper operation of sewer and water systems, report preparation, providing information to the public, and overseeing the RDBN's invasive plant program. The Environmental Coordinator will also be required to assist other Environmental Services staff in performing required tasks.

MAIN DUTIES AND RESPONSIBILITIES:

1. Monitor and manage the RDBN's landfill leachate collection and treatment systems, ensuring proper operation. As required, conduct necessary field work, prepare reports, and obtain effluent discharge authorization from the Ministry of Environment.
2. Manage Regional District environmental monitoring programs (eg. groundwater and surface water sampling at landfills/transfer stations). Conduct required field work, maintain database of analytical results, prepare reports, ensure familiarity with sampling results and report any concerns to the Director of Environmental Services.
3. Manage the contaminated soils disposal program, by reviewing disposal applications, maintaining database of disposed soils and reporting.
4. Oversee the operation and administration of the Fort Fraser Sewer and Water Systems by:
 - a) Ensuring compliance with permits;
 - b) Preparing reports as required;
 - c) Administrative tasks associated with infrastructure development including assessment and grant applications;
 - d) Provide direction to and ensure that the Water and Sewer System Operator obtains and maintains the required certification levels through BCWWA;
 - e) Oversee routine maintenance and capital repair works as required;
 - f) Prepare, review and monitor budgets associated with the water and sewer systems;
 - g) Review and update bylaws associated with the water and sewer service as required.
5. Oversee and ensure proper operation of Regional District septage receiving facilities, including conducting environmental monitoring, overseeing routine maintenance and capital upgrades as required and associated budget and bylaw development.
6. Oversee the Regional District's invasive plant function, including budget preparation and management of expenditures.
7. Prepare technical reports as required by the Ministry of Environment and other government organizations and prepare and present memorandums to the RDBN Board of Directors.



8. Assist with Contract, Request For Proposals and Tender development and review, including associated advertising. Prepare purchasing documents (eg. Calls for Quotes) for procurement of supplies, equipment, and contractors.
9. Assist in monitoring the Environmental Services Department's budget by reviewing expenditures on a regular basis.
10. Maintaining current knowledge regarding trends and developments in the management of urban and rural environmental matters.
11. Performing other related duties as assigned.

JOB REQUIREMENTS (SKILLS AND QUALIFICATIONS):

- Demonstrated technical competence in civil engineering, environmental sciences or similar and specifically solid waste management, water and wastewater treatment.
- Experience conducting groundwater and surface water sampling, reviewing analytical results and report preparation.
- Knowledge of local government practices, structure and functions.
- Knowledge and understanding of appropriate legislation.
- Knowledge of procurement processes.
- Strong written and oral communication skills.
- Excellent attention to detail.
- Although this position is an essential part of a team, it will be important for the successful candidate to work independently and take on a high level of responsibility for assigned tasks.
- Good time management and priority assessment as well as good organizational skills.
- Ability to work under pressure, meet deadlines, complete assignments in an effective manner.
- Ability to maintain effective relationships with public, staff, contractors, officials and outside agencies.
- Demonstrated ability to work with the public.

EDUCATION:

- Post-Secondary Diploma or Degree in Engineering or Environmental Sciences.

EXPERIENCE:

- A minimum of two years related experience.
- Proficient in the use of computers, desktop software, spreadsheets.
- A valid BC Driver's Licence must be maintained.

DEMANDS OF THE POSITION:

- Frequent deadlines and constant varying conditions create stress-related demands.
- Physical demands while conducting onsite inspections and field assignments.