



Environmental Specialist

DEFINITION

This is complex and highly independent environmental work which has the primary responsibility of developing, implementing, auditing and maintaining the City's Environmental Management System and providing environmental technical expertise and consultation to ensure projects are undertaken in a safe and environmentally conscious way. This role provides strategic advice and guidance on complex environmental management issues (such as land remediation, wastewater management, environmental assessments, and the safe execution of environmental management systems). To ensure compliance with environmental policy and certification obligations, Environmental Specialists may provide staff and citizens with environmental training and public education, conduct environmental projects and studies, and provide monitoring and reporting on existing and proposed environmental legislation which may impact the Branch or Section.

TYPICAL DUTIES *

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

Provides expert program/policy and scientific advice to internal stakeholders in setting environmental objectives, targets, and improvement initiatives. Other technical advice may include reviewing current and historical environmental assessments, identifying issues, and providing strategic advice to project/program managers and leadership related to specific environmental impacts.

Provides quality control and audit of the organization to prepare for potential risks, impacts, or emergencies; monitors environmental performance of projects; ensures compliance with laws and regulations.

Plans, conducts or coordinates environmental projects, reviews and studies. This could include procurement of consulting services, managing contracts, supervising the scope and quality of environmental work, and technical review.

Prepares technical reports for regulatory purposes, maintains inspection records and other related data. Technical reports could range from audit submissions to ensure regulatory compliance to environmental assessment reports for City management to use in making large-scale decisions.

Initiates, plans and conducts information and education programs. Attends public meetings and assists with the preparation of news releases.

This role may supervise technical staff or program administrators.

KNOWLEDGE, ABILITIES AND SKILLS

- Extensive knowledge of environmental management systems, applicable laws, bylaws and regulations and legislative requirements
- Knowledge of ISO 14001 or ISO 9000 systems
- Knowledge of specific technologies in wastewater treatment, pollution prevention, waste minimization
- Knowledge of standard statistical techniques, procedures and research methods. Knowledge of sampling techniques and reporting



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- Extensive knowledge of best practices/standard methods; practices, materials, and other disciplines related to environmental systems
- Knowledge of city procurement and contract management process
- Considerable knowledge of word processing, spreadsheet and database applications
- 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.
- Understanding of City and contract employee supervision and performance management
- Ability to implement and to ensure compliance with the City's policies and procedures
- Ability to represent the City of Edmonton in a professional, honest, respectful and safe manner
- Ability to prioritize tasks and ensure all tasks are completed per work plan
- Ability to work independently with minimal supervision as well as in a team environment where work responsibilities depend on team cooperation/collaboration
- Consulting and conflict resolution skills including ability to handle and address controversial situations
- Research and problem solving skills to gather required information, make decisions and develop recommendations

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

University Degree in Sciences (Environmental Science, Biology, Chemistry, Geoscience) or Engineering (civil or environmental); or completion of a recognized two-year diploma program in Sciences or Technology with 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 environmental regulation and enforcement, site remediation, wastewater treatment, pollution prevention, waste minimization or law enforcement.

* *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		2058	
Grade	032		034	
Last Updated:	2020			
Previous Updates:	2006			
Originated:	2003			