

Job Class Profile: Environmental Monitoring Specialist**Pay Level: CG-34 Point Band: 742-765**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	5	2	4	4	4	4	2	2	
Points	280	83	13	19	120	87	83	43	21	749

JOB SUMMARY

The Environmental Monitoring Specialist performs specialized work in conducting, coordinating, auditing and evaluating environmental monitoring in the areas of air pollution, water pollution and solid waste pollution.

Key and Periodic Activities:

- Works with local government to coordinate regional cooperation and organization, identify beneficial waste management projects (i.e. interim consolidations, utilizing external consultants). Ensures that the provincial Waste Management Strategy and principles are followed at the regional level providing consistent waste management practices.
- Liaises with municipal councils and the general public in order to clarify regulations and policies of the department on closure and consolidation of waste sites, waste diversion and recycling programs and regional transportation systems for waste management. Facilitates stakeholder discussion to ensure that all issues and concerns are identified and resolved.
- Coordinates project development, approval and administration activities. Works with the Senior Engineer to develop project scope, estimates and budget; coordinates funding requests with local government for submission to Department and provides recommendation for approval/changes to Senior Engineer; provides support to prepare funding approval letter for the municipality working closely at times with the Council/Mayor.
- Oversees the financial administration of waste management projects by receiving status reports/invoices/payment claims from local government, makes recommendation for payment and provides to Program and Policy Development Specialist for tracking/validation; prepares cheque requisitions for municipalities/consultants; monitors project and overall initiative to ensure schedules are maintained, cash flows are accurate and objectives are met.
- Liaises with MMSB and officials of other government departments involved in waste management policies and activities. Represents the Department of Municipal Affairs at meetings and committees to ensure that the department's interests are being met.
- Evaluates activities by local government to make sure provincial government objectives are being met; conducts research on waste management technology and best practices in other jurisdictions and prepares reports with options/recommendations to management/executive.
- Attends conferences and provides reports on what other provinces are doing in terms of waste management.
- Represents department at Inter-departmental Committee for Waste Management Strategy.

Key and Periodic Activities:

- Represents the department at the MMSB Semi-Annual Conference/seminar for all Waste Management Committees/Boards throughout the province.

SKILL**Knowledge****General and Specific Knowledge:**

- Knowledge of environmental protection measures especially as it relates to waste management.
- Knowledge of federal and provincial waste management strategies.
- Current knowledge of trends and new developments and research in the field.

Formal Education and/or Certification(s):

- Minimum: Undergraduate Degree in Environmental Science or related discipline

Years of Experience:

- Minimum: 1-2 years

Competencies:

Strong research, written and verbal communication, analytical and assessment skills; ability to coordinate a range of work/project activities; and provide advice to senior management on waste management issues and problem resolution.

Interpersonal Skills

- A range of interpersonal skills include listening, asking questions and gaining the cooperation of others, providing routine and specialized information, facilitating meetings/sessions, making formal presentations, dealing with upset or angry people, resolving disputes and providing expert advice to others.
- Communication occurs with employees, peers within and outside department, contractors, supervisor/manager, municipal/provincial/federal government representatives, students/trainees, general public, internal/external group executives and non-governmental groups.
- Most significant contacts are: Senior Engineer (to discuss projects, reports and recommendations); municipalities (to discuss projects, payments); Technical Committee and Committees/Boards (represent the department's interests).

EFFORT**Physical Effort**

- The demands of the job do not result in considerable fatigue, requiring periods of rest.
- Attending meetings throughout the province at Waste Management Meetings requires occasional driving for long periods of time. Standing and walking is also required.
- Fine finger and precision work occurs when writing and monitoring reports utilizing computer.

Concentration

- **Visual** concentration is required as a result of using computer monitor, reviewing project status reports and financial claims for payment.
- **Auditory** demands are required when communicating on the telephone with public, municipalities, council members and Boards/Committees. Also must attend meetings where listening intently is required in order to field questions/concerns.
- **Time pressures and deadlines** are experienced due to preparing reports and documents that typically have time constraints imposed such as briefing notes for executive/minister.
- **Pace of work** is highly influenced by the unpredictability of this type of work. Control over the pace of work can result from having last minute meetings out of town being set up.
- **Higher than normal level of attentiveness** is required when reviewing various reports.
- **Exact results and precision** are required when making sure detailed claims submitted by towns, committees, boards and contractors follows standard policies and procedures.

Complexity

- Tasks range from repetitive/well-defined to different and unrelated. Typically, however, activities allow for the use of similar skills and knowledge.
- Majority of work is performed within defined and standard work processes. Challenges/problems and issues can be addressed by following procedure and/or guidelines. Occasionally problems arise that must be defined and practical solutions found. This would typically occur when working with municipalities to identify ways that they can provide a waste management service. This would normally take working in a team setting to come up with solutions and recommendations on how they can accomplish this.
- Waste Management is a new initiative by the provincial government so the whole concept is uncharted territory when it comes to the province so have to follow what other jurisdictions across the country are doing in the area.
- Work activities include interpreting and implementing various provisions of provincial legislation and advising/recommending policy and procedures to supervisor and management.
- Work requires keeping abreast of trends and developments in waste management.
- Reference material available includes the Provincial Waste Management Strategy, Regional Service Board Act, Municipalities Act, Public Service Board Act and government financial policies and procedures and advice from supervisor.

RESPONSIBILITY

Accountability and Decision-Making

- Recommendations for payment to municipalities, contractors are made to Director and Assistant Deputy Minister for approval.
- Independently represents the department at public/council/committee meetings to explain/justify the waste management strategy, make recommendations, etc.
- Has discretion to exercise within predetermined limits and procedures when giving advice/direction to towns of what they can use approved funds for in accordance with Ministerial approval letters.

Impact

- Impacts are felt internally within the immediate work area/department/government as well as externally with contractors, municipalities and general public. Resources affected mainly include processes and systems (internal flow of payments); finances (to consultants if non-compliance detected and project payments).
- The risk or consequences of an error can impact the above noted people and resources, particularly contractors, and municipalities. If proper methods are not followed and proper information or recommendations made, a municipality may make bad decisions and establish systems that end up at a higher cost or be a weaker system altogether.
- There are many lines of communication open with Senior Engineer and/or management/executive and issues are observed and acted on immediately. Therefore, risk is mitigated and/or minimized. However, the position reports to the Director of Waste Management and functions with a considerable degree of initiative and independence at a regional level with review based on consultations, review of reports, etc.

Development and Leadership of Others

- There is no supervision of staff.
- Provides on-the-job advice/guidance, checking the work of contractors, providing feedback and training of others.

WORKING CONDITIONS

Environmental Working Conditions

- No safety equipment required.
- There is limited likelihood for injuries or illnesses resulting from hazards given that all safety precautions are adhered to.
- Requires travel on a regular basis and therefore exposure to adverse weather conditions. Works regularly in an office there is a lack of privacy.