

**Job Class Profile: Environmental Planner (T&W)****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	3	5	4	4	4	1	3	
Points	280	83	19	24	120	87	83	21	32	749

**JOB SUMMARY**

The Environmental Planner performs professional environmental planning, monitoring and research work within the Department of Transportation and Works. Work involves responsibility for identifying and integrating environmental protection measures into current highway construction projects; making recommendations that can be incorporated into highway and other transportation facility designs to accommodate environmental concerns; and evaluating and monitoring the potential environmental impact of current construction and maintenance practices.

**Key and Periodic Activities:**

- Designs, develops, enhances and carries out environmental monitoring programs for compliance and effects monitoring for highway infrastructure projects on the advance capital program and operation activities. Work is performed to ensure that construction and maintenance of transportation facilities receive all necessary environmental regulatory approvals under Provincial and Federal Legislation.
- Prepares environmental monitoring reports for capital construction projects and operation activities.
- Prepares and presents summary environmental monitoring reports, results, recommendations and issues to senior management.
- Maintains liaison with senior management, contractors, design, construction and operational staff and others on construction matters and operation activities.
- Liaises and consults with professional resource personnel in Provincial and Federal departments to ensure that design, construction and operation activities comply with environmental legislation.
- Plans, consults and collaborates with department design, construction and operations staff on developing new mitigation techniques to address areas of concern.
- Undertakes research on design methodologies to conduct, improve and enhance environmental compliance and effects monitoring.
- Carries out research to assess the environmental affects of department construction projects and operation activities on the environment.
- Coordinates the work of professional consultants hired to carry out environmental effects monitoring of construction projects and operational activities including drafting terms of reference for environmental assessment studies.

**Key and Periodic Activities:**

- Undertakes well water monitoring for major capital highway projects.
- Assists senior personnel at meetings, forums and hearings held under Federal or Provincial Legislation.
- Represents the department at interdepartmental and intergovernmental conferences, workshops, assessment committees, meetings, working committees and task groups as assigned. Liaises with various non governmental groups and general public.

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

- Knowledge of environmental protection measures
- Knowledge of federal and provincial environmental assessment processes.
- 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: 6 - 7 years

**Competencies:**

Strong research, written and verbal communication, analytical and assessment skills; ability to coordinate a range of work/project activities; design/develop new methods, procedures and techniques; and provide advice to senior management on environmental 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, instructing/training, facilitating meetings/sessions, making formal presentations, dealing with upset or angry people, resolving disputes and providing expert advice to others.
- Communications occurs with employees, peers, supervisor/manager, contractors, students/trainees, general public, internal/external group executives and non-governmental groups.
- Most significant contacts are: Senior Environmental Planner (to discuss work schedules, review plans and address concerns); Environmental Scientist (to discuss issues); Design and Construction Engineering Personnel in the field (to ensure protection measures are implemented).

**EFFORT****Physical Effort**

- The demands of the job occasionally results in considerable fatigue, requiring periods of rest.
- During construction season visiting job sites throughout the province is required to monitor

construction activities and compliance to environmental protection. Some locations are remote and require standing, walking and climbing over rugged terrain.

- Fine finger and precision work occurs when writing environmental monitoring reports.

### Concentration

- **Visual** concentration is required as a result of monitoring of construction sites where heavy equipment and machinery is operating. When conducting site visits, there is a requirement to be cognizant of your surroundings to ensure safety.
- **Auditory** demands are required when communicating in the field.
- **Other sensory demands** such as smell are used to detect the presence of hydrocarbons, herbicides and septic waste that may inadvertently be released into the environment.
- **Time pressures and deadlines** are experienced due to timelines that are assigned for capital projects and the requirement for environmental monitoring to be factored in. Field visits require travel throughout the province. Preparing reports and documents typically have time constraints imposed. **Pace of work** is highly influenced by the unpredictability in this type of field work.
- **Higher than normal level of attentiveness** is required when conducting field work in construction areas where heavy equipment is operating, traveling by helicopter and when reviewing various reports.
- **Exact results and precision** are required when calibrating field equipment.

### 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 conducting field work as responsible for monitoring and observing contractor activities to maintain compliance with established environmental protection measures. High standards and procedures must be maintained when assessing, protecting and mitigating environmental disturbances.
- Must interpret and implement various provisions of federal and provincial legislation and advices/recommends policy and procedures to supervisor and management.
- Required to keep abreast of trends and developments in environmental protection.
- Reference material available includes federal/provincial legislation, regulations, guidelines, specifications, assessment methodologies, advice from supervisor.

## RESPONSIBILITY

### Accountability and Decision-Making

- When monitoring the work performed by contractors, can recommend to the Resident Engineer the ceasing of activities by the contractor if determined that those activities are in violation of relevant legislation. Type of corrective action may also be requested.
- During the construction stage of project development, careful monitoring of environmental protection methods is essential for proper implementation. Acts as a liaison between the

Department of Transportation and Works and contractors to ensure communication has been effected properly.

- Travel, purchase of field/office equipment, leave and policy changes requires supervisory approval.
- Act independently and must exercise a high degree of discretion and judgement when a contractor is observed violating legislation. In certain circumstances, contractors could be requested to cease operations in environmental emergencies.

### **Impact**

- Impacts are felt internally within the immediate work area/department/government as well as externally with contractors, clients and general public. Resources affected mainly include processes and systems (environmental monitoring); equipment; finances (to consultants if non-compliance detected; health & safety (for general public during construction), corporate image (efforts in protecting the environment and habitats) and the environment (protection). Tasks and activities work towards maintaining or increasing the quality of the natural environment in which infrastructure construction activities are carried out.
- The risk or consequences of an error can impact the above noted people and resources, particularly contractors, the environment and corporate image. If proper methods are not followed, it could result in environmental damage (wildlife or fish habitats).
- Construction projects that have the potential to adversely affect the environment are highly monitored. With field staff available for each project, there are many lines of communication open and issues are observed and acted on immediately. Therefore, risk is mitigated and/or minimized for unnecessary environmental disturbance.

### **Development and Leadership of Others**

- There is no supervision of staff.
- Provides on-the-job advice/guidance.

## **WORKING CONDITIONS**

### **Environmental Working Conditions**

- Safety equipment is not typically required; however, are required to conduct monitoring of construction sites visits or work in and around water. As a result there is a requirement to wear steel-toe boots, hard hat, safety vest, safety glasses and/or personal flotation devices. Accessing sites sometimes requires travel to remote areas resulting in walking over rough terrain with natural hazards.
- There is limited likelihood for injuries or illnesses resulting from hazards given that all safety precautions are adhered to.
- Occasionally there is exposure to unusual/distracting noise, dirt, dust, glare, fumes, hazardous chemicals, toxic or poisonous substances, odours, dangerous heights or depths, wet or slippery surfaces, temperature extremes, physical dangers or threats, heavy machinery, blasting, and adverse weather conditions while travelling.