

Job Class Profile: **Environmental Protection Officer**

Pay Level: **CG-32** **Point Band:** **704-717**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	4	4	5	4	4	4	1	5	
Points	233	67	25	24	120	87	83	21	54	714

JOB SUMMARY

The Environmental Protection Officer is responsible for administering the Department of Environment and Conservation's environmental protection mandate. Work involves interpretation, implementation and enforcement of environmental legislation, regulations, policies and operational procedures.

Key and Periodic Activities:

- Responds to emergency spills, investigates and provides remedial advice to both the person responsible and general public. Reviews records of Site Conditions to ensure proper remediation has occurred. Performs on-call duties for 24-hour spill response periodically throughout the year.
- Ensures compliance with the Regulations and Guidance Documents under the Province's Environmental Protection Act by performing annual or semi-annual inspections on service stations, waste disposal sites (private and public), asphalt plants, facilities such as farms and compost, bulk fuel storage, bio-remediation, salvage/scrap, PCB storage, fire storage and others as required.
- Investigates and initiates action involving environmental complaints from all external sources including other government departments, municipalities, RCMP/RNC, industry and public.
- Conducts compliance review of files and databases to determine if there are any outstanding environmental issues that must be addressed.
- Responds to referrals from other departments and advises on requirements that must be met in order to grant approval to application.
- Reviews proposals for new facilities and prepares Certificates of Approval outlining stipulations required to ensure compliance with environmental legislation.
- Prepares daily and monthly reports for management review and updates Municipal Information Management System database.
- Responds to enquiries from the public on environmentally related issues.
- May review applications for registering of tanks that are > 2500 litres, maintain database of related information, ensure installation and removal is performed correctly and provides direction to installers and business owners and enforces all aspects of the Gasoline and Associated Projects Regulations.

SKILL

Knowledge

General and Specific Knowledge:

- Environmental Legislation, Regulations and best practices
- Environmental issues, monitoring techniques

Formal Education and/or Certification(s):

- Minimum: Bachelor of Science (Environmental Science, Biology or Chemistry) or Bachelor of Arts in Environmental Science.

Years of Experience:

- Minimum: 2 – 3 years

Competencies:

- Written and verbal communication skills
- Analytical skills
- Investigative skills
- Ability to apply established techniques

Interpersonal Skills

- A range of interpersonal skills include listening, asking questions, providing routine and complex information to respond to environmental emergencies, spills, inspections and complaints; providing guidance on how to deal with environmental issues and coordinating efforts when acting as On Scene Commander to a spill; conducting formal interviews during investigations; dealing with upset or angry people when they file complaints; and facilitating meetings and making formal presentations.
- Communication occurs with employees, peers and managers within the organization as well as clients and the general public in dealing with applications and environmental issues.
- Most significant contacts are the public who we rely upon to inform of spills and compliance issues; Manager who oversees daily activities and staff of the Department of Environment and Conservation to liaise with regarding legislation that is enforced.

EFFORT

Physical Effort

- The demands of the job occasionally result in considerable fatigue requiring periods of rest when responding to spills as it often requires driving to reach the site, walking around to conduct a proper investigation along with a lot of bending and examination to determine extent of damage.
- Occasionally required to lift or move objects over 50 lbs., such as booms, mats and absorbents used to contain a spill.
- The use of fine finger/precision work when using a computer to compose letters, prepare documents and access databases is required on a regular basis.

Concentration

- **Visual** and **auditory** concentration as well as **eye/hand coordination** are required when

performing inspections (especially at gas stations where there is a considerable amount of traffic); responding to spills (at Waste Disposal Sites you must be cognizant of the heavy equipment that is operating in the area); investigating complaints and using a computer to conduct file reviews and prepare documents. Positions in this class also review technical consultants reports where attention to detail is required.

- **Time pressures and deadlines** are experienced when responding to a spill. These types of activities take priority and must be addressed immediately and require a **high level of attentiveness**.

Complexity

- Tasks and activities can be quite different but allow the use of similar skills and knowledge.
- Typical challenging problems or issues revolve around the response provided to a spill and ensuring clean-up occurs. This has to be coordinated with several levels of government, business owners and the general public.
- Work is usually performed within defined and standard work processes and solutions to problems and issues may be provided in a team setting. Others must be defined and practical solutions found.
- Reference material available includes acts and regulations, guidance documents, management and other staff.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are moderately prescribed or controlled.
- Responsible for ensuring that all required information is provided in inspection reports and determines if any issue needs referral to another department for review.
- Expenditures on equipment, registered/certified letters, sending a Ministerial Order or laying a charge and changes to prescribed policies require supervisory approval.
- In spill situations and non-emergency complaints can determine if a site visit is warranted.
- Discretion and judgement is exercised when addressing situations where there is no clear or definite solution. When responding to a spill, a high degree of independent judgement is used to determine the jurisdiction of where the spill occurred, who needs to be contacted and whether or not there is any impact on health and safety to the public.

Impact

- Impacts are felt internally within the immediate work area, department and organization as well as externally with clients and general public. Resources affected include equipment, processes and systems, information, facilities, material, health, safety and corporate image. By inspecting facilities such as services stations, waste disposal sites, etc., ensure compliance with environmental legislation and lessen potential impact these site have on the public and the environment.
- The consequences of a mistake or error could have extreme impact on the organization, general public, information, health, safety and corporate image. If an inspection is not responded to in

an appropriate manner, a great amount of environmental damage could result. There could also be financial implications if a site contamination is not recorded and subsequently inherited by a property owner. In this particular circumstance the organization could be held liable for clean-up.

- The typical timeframe required to identify and resolve errors is within hours.

Development and Leadership of Others

- There is no supervision of staff.
- Provides advice/guidance and assists with on-the-job training to new employees.

WORKING CONDITIONS

Environmental Working Conditions

- Safety equipment such as hard hats, high visibility vests, rain gear, safety glasses, hearing protection, boots, suits, gloves, fire retardant coveralls, life jackets/personal flotation devices and this use of high visibility pylons are required when responding to spills.
- There is a moderate likelihood for injuries or illnesses resulting from hazards given all safety regulations are followed.
- There is regular exposure to unusual/distracting noise, dirt, dust filth or garbage, glare, odours, wet or slippery surfaces, isolation, physical dangers or threats, heavy machinery and travel.
- There is occasional exposure to fumes, limited ventilation and lighting, vibration, hazardous chemicals, toxic or poisonous substances, dangerous heights or depths, awkward or confining workspaces, temperature extremes, fire, sharp objects and adverse weather conditions.