

Job Class Profile: Senior Environmental Planner (T&W)**Pay Level: CG-45 Point Band: 1136-1189**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	8	7	2	5	8	6	6	4	3	
Points	373	117	13	24	240	130	124	86	32	1139

JOB SUMMARY

The Senior Environmental Planner (T&W) performs professional environmental planning, assessment and research work involving the management of environmental activities within the Department of Transportation and Works. Work involves ensuring departmental highway projects receive environmental planning review and meet the requirements of Federal and Provincial Environmental Assessment Legislation and other environmental regulatory requirements and assists with policy development and implementing legislation.

Key and Periodic Activities

- Reviews department capital program and drafts Federal and Provincial Environmental Assessment and other regulatory documents for highway and other projects; drafts study terms of references, registration documents and other related information; reviews, edits and revises draft Environmental Screening Reports, Comprehensive Study Reports, Environmental Impact Statements; negotiates details with federal and provincial environmental assessment officials and with regulatory agencies; coordinates and directs public information sessions; represents the department and assists senior management at public hearings; attends meetings and consults with federal and provincial officials; and makes presentations to Environmental Assessment Committees.
- Prepares proposal requests for the hire of consultants; prepares project budgets and consultant selection material; reviews proposals and makes recommendations on consultant selection; drafts contract documents and directs the work of consultants; reviews progress reports; acts on required changes to scope of work required by the regulator and reviews and processes invoices for payment.
- Supervises Environmental Scientist and Environmental Planner activities; coordinates the drafting and preparation of environmental protection and contract documents with environmental staff; provides advice and direction; reviews and edits documents; undertakes field trips to review and discuss capital projects during all phases of construction and monitors requirements and results; provides feedback on performance to staff and carries out administration activities.
- Undertakes field reviews to determine if environmental assessment commitments are met; and environmental protection measures and best practices are followed; ensures work is in compliance with regulatory approvals; determines if effects monitoring is needed and when

Key and Periodic Activities

- used, determines if corrective action is necessary; reviews construction site environmental reports and discusses any concerns with Regional Engineers and environmental monitoring staff; and provides advice.
- Reviews and develops amendments to the department's environmental protection specifications, policies and procedures; advises senior management of necessary changes to departmental environmental management plan and presents changes to regional engineering staff at meetings and training sessions.
- Consults with engineering design and regional engineering construction staff to ensure the integration of environmental factors into current and long range construction and maintenance projects; to determine the impact of environmental strategies; and negotiates with regulatory agencies, the inclusion of mitigation into project designs and contract documents.
- Assesses highway maintenance programs and projects which have potential or known environmental effects and provides advice to senior management and regional staff on environmental protection.
- Represents the department on the Environment Council and its Standing Committees of the Transportation Association of Canada (TAC).
- Prepares and presents environmental legislative changes and environmental issues to senior management; prepares briefing notes; initiates and analyzes comprehensive studies and policy changes and recommends appropriate action.
- Coordinates and directs public information sessions and consultations with interested groups and general public.

SKILL

Knowledge

General and Specific Knowledge:

- Federal and provincial environmental assessment processes.
- Departmental functions relating to engineering design, construction, operations and administration.
- Current knowledge of trends and new developments and research in the field.
- Specific knowledge relating to the development and design of new policies and programs.

Formal Education and/or Certification(s):

- Minimum: Masters Degree – Environmental Science or related discipline

Years of Experience:

- Minimum: 6 - 7 years

Competencies:

- Strong research, written and verbal communication, analytical and assessment skills
- Coordinate a range of work/project activities
- Design/develop new programs, methods, procedures and initiatives
- Provide advice to senior management on environmental issues and problem resolution.

Interpersonal Skills

- A range of interpersonal skills are used such as listening, asking questions, providing routine and specialized information, negotiating contracts and/or agreements (federal government and regulatory agencies); promoting ideas; facilitating meetings/sessions; gaining the cooperation of others; providing expert advice; mentoring/coaching others; conducting formal interviews; making formal presentations to groups; dealing with upset or angry people and resolving disputes.
- Interaction typically occurs with employees, peers, supervisor/manager, other municipal/provincial or federal representatives, contractors, internal departmental executives and clients or the general public and relate to environmental assessment issues; providing technical advice and guidance to engineering and environmental staff; and discussing policy, guidelines and legislative changes.
- Most significant contacts are with the Director of Highway Design & Construction (to discuss status of environmental assessments, project issues and to seek direction); Environmental Assessment Consultants (to discuss project specific environmental assessments and details) and employees (to discuss and give advice and direction).

EFFORT

Physical Effort

- The demands of the job do not result in considerable fatigue, requiring periods of rest.
- Occasionally required to lift objects between 25 – 50 lbs., such as field equipment for assessment and monitoring work and use hand tools that require accurate control and steadiness when conducting assessments.
- Typically sits at a computer to proofread, format and edit environmental assessment documents; access data from a variety of sources and write letters, reports and briefing notes. Occasionally required to conduct site visits, which involves driving, walking and climbing.
- Fine finger and precision work occurs on a regular basis when performing data analysis and report writing and reviewing environmental assessment data.

Concentration

- **Visual concentration** includes reviewing environmental assessment draft reports that require attention to accuracy. When conducting site visits, there is a requirement to scrutinize construction areas for environmental impact and to be cognizant of your surroundings to ensure safety.
- **Auditory concentration** is exercised when discussing issues with staff and officials, facilitating meetings or when visiting sites.
- **Other sensory demands such as smell** are used to detect the presence of hydrocarbons while in the field which could indicate a spill incident.
- **Higher than normal level of attentiveness** is required when conducting field work and assessments in construction areas where heavy equipment is operating, traveling by helicopter and when reviewing various reports.
- **Time pressures and deadlines** are experienced due to timelines that are assigned for capital projects and the requirement for environmental planning to be factored in. The timing of and completion of environmental assessment requirements is critical to project tendering and

start-up. When a project has to be reviewed through the federal and/or provincial government environmental assessment and review processes, there are likely to be delays. **Interruptions** are experienced due to the supervision of environmental staff, department officials seeking advice and/or information and external information requests.

- **Exact results and precision** are required when establishing environmental assessment methodologies and analyzing data.

Complexity

- Tasks are typically different/unrelated and require the use of a broad range of skills and a diversity of knowledge. Activities range from supervising other professional staff to negotiating contracts/agreements and undertaking field reviews to determine if environmental assessment commitments are met.
- Certain challenges/problems/issues require a site visit to define the situation and make a determination of type of solution required. Directing and managing a project through an environmental assessment review presents challenges that are unique resulting in limited opportunity for standardized solutions and requiring creative problem definition and solution development. Must ensure that all environmental commitments are met; contract requirements followed; and appropriate environmental monitoring is implemented and effective. The more complex a project is and/or if it is situated in or near environmentally sensitive areas, there is more risk involved resulting in significant challenges in undertaking the assessment.
- Required to keep abreast of trends and developments in environmental planning and assessment.
- Reference material available includes federal/provincial legislation, regulations, guidelines, specifications, assessment methodologies, advice from colleagues.

RESPONSIBILITY

Accountability and Decision-Making

- Directs the work of environmental staff to undertake field assessment work for inclusion in Environmental Assessment documents and other assessments required by regulators. Provides advice to engineering design and construction engineering staff and to regional operations personnel on environmental issues. Approves travel authorizations and travel claims for staff. Processes invoices for consultant progress payments.
- Hiring of consultants, travel, equipment purchases and policy changes requires supervisory approval.
- Providing approval for extending field work time requires the use of discretion and judgement as it could result in increased costs to the consultant or environmental staff.
- Act independently and must exercise a high degree of discretion and judgement when determining if an assessment methodology needs to be altered or when a contractor is observed violating legislation.

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 assessment reviews, monitoring); equipment (for construction purposes); 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).
- The risk or consequences of an error can have a significant impact on the environment which can affect habitats, organisms, watersheds and humans in severe cases. Positive impacts include the confidence of the public knowing that a variety of monitoring and assessments are conducted to ensure environmental standards are being upheld.
- There is considerable communication between divisional staff and liaison with regional engineering operations and other divisions to discuss departmental projects. It is recognized within the department that environmental planning activities are essential for projects to receive environmental assessment and/or regulatory approval before they proceed.

Development and Leadership of Others

- Typically responsible for direct and ongoing bargaining unit supervisory activities for a small size work group of employees (1 to 4 employees).
- Have development and leadership responsibilities such as providing advice, guidance, direction, feedback, orientation, on-the-job training, acting as a technical mentor, building morale and employee relations, delegating tasks, providing input to others about staffing and recruitment, project lead and organizing and coordinating the work of others.

WORKING CONDITIONS

Environmental Working Conditions

- Safety equipment is not typically required; however, work occasionally requires construction site visits or working in and around water where it is necessary 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 dirt, dust, filth or garbage, glare, fumes, hazardous chemicals, toxic or poisonous substances, odours, dangerous heights or depths, temperature extremes, physical dangers or threats, sharp objects, heavy machinery, travel and adverse weather conditions.