



Environmental Services Manager Job description

Reporting to the Director of Public Works and Development, the Environmental Services Manager is responsible for the overall administration and management of the water and waste water divisions, including operations, maintenance and capital works activities in accordance with municipal policies and the Ministry of Environment regulations and other governing legislation. He/she will develop, implement and monitor environmental strategies, policies and programs that promote sustainable development.

The Environmental Services Manager examines corporate activities to establish where improvements can be made and ensures compliance with environmental legislation across the organization. He/she will be reviewing the whole operation, carrying out internal environmental audits and assessments, identifying and resolving environmental problems and acting as an agent of change. An important element of the role is to ensure staff are trained at all levels and that the workforce recognizes their own contributions to constantly improving environmental performance.

Typical work activities:

The Environmental Services Manager has a varied workload, which usually entails working at a corporate and strategic level to identify significant environmental effects.

Typical work activities include:

- developing and implementing environmental strategies and action plans that ensure corporate sustainable development;
- recommends, implements and monitors water and wastewater capital projects;
- recommends and manages capital and operating annual budgets;
- participates in consultation and negotiation with developers, consultants and contractors, as appropriate for proposed developments or for service contracts ensuring the municipal engineering design and construction standards are met. This includes review of site plans, plans of subdivisions, consent applications, etc.
- taking the lead on sustainable procurement for goods and services;
- searches for available sources of funding through senior government programs and secure allocations wherever possible;
- leading the development and implementation of environmental policies and practices;

- ensuring full regulatory compliance with relevant environmental legislation and acting as primary liaison with MOE;
- notifies immediately the Director as well as all required and appropriate authorities in the event of any health related or unsafe condition arising out of water or wastewater operations;
- auditing, analyzing and reporting environmental performance internally and to appropriate external agencies and regulatory bodies;
- carrying out impact assessments to identify, assess and reduce an organization's environmental risks and financial costs;
- promoting and raising awareness, at all levels of an organization, of the impact of emerging environmental issues, whether legislative or best practice, on corporate, ethical and social responsibility;
- managing the development and implementation of an environmental management system;
- coordinating public hearings and consultations on environmental matters, when need arises;
- managing relations with senior management and internal staff;
- training staff at all levels in environmental issues and responsibilities;
- participating in environmental education and research;
- negotiating environmental service agreements and managing associated costs and revenues;
- writing environmental reports, assuming the lead responsibility with the Municipality.

The ideal candidate will possess:

- Degree in Civil/Environmental Engineering, Environmental Science, or a diploma in Engineering Technology or related field, or equivalent combination of education – other credentials and related experience may be considered depending on the knowledge and experience.
- Minimum of five years experience with management, operation and maintenance of environmental services and programs in local government setting or consulting environment.
- Working knowledge of all applicable legislation and regulatory regimes which are applicable to this position.
- Demonstrated budget and contract administration experience.
- Demonstrated leadership and team building skills.
- Strong and effective communication, presentation and interpersonal and conflict management skills.
- Ability to develop strong and effective working relationships with staff, stakeholders, elected officials and members of the public.

Salary Scale: Grade 20 - \$69,772 - \$85,088 (2011 rates)