

<b>Job Title:</b> Environmental Analyst		<b>Pay Grade:</b> 9
<b>Department:</b> Engineering Services Branch		<b>Reports To:</b> Manager of Liquid Waste Planning
<b>JJE Maintenance Review Date:</b> 2027	<b>Content Last Updated:</b> August 2018	<b>Position(s) supervised:</b> N/A

## **JOB SUMMARY**

The Environmental Analyst is responsible for analyzing and evaluating the environmental implications of land use proposals in conjunction with stakeholder and organizational needs. Coordinates and facilitates various public and/or stakeholder meetings, researching and preparing reports, participating in the development of displays and public information material regarding a variety of operational services issues. Develops and evaluates requests for proposals and quotations, design and construction procurement including participation in the selection of successful proponents. Prepares and submits infrastructure grant applications, and provides information and professional guidance to the public, committees, staff, and consultants on organizational services issues related to liquid waste and engineering services.

## **MAJOR DUTIES AND RESPONSIBILITIES**

1. Provides environmental analysis and guidance for the Comox Valley Regional District on water, wastewater, rainwater and land use/development projects.
2. Undertakes and coordinates the review of land use development proposals to ensure that operational issues are identified and appropriately addressed.
3. Works in partnership with internal Communications, participates in the preparation of displays, and materials for community outreach including, websites, open houses, public meetings, brochures etc.
4. Arranges and conducts internal and formal public and community meetings, workshops and open houses as needed to ensure stakeholder support for projects and to address and respond to related operational concerns where required.
5. Liaises with provincial and federal agencies, First Nations, community groups and affected stakeholders (including various regional district departments and municipal partners) as appropriate, to ensure their positions and needs are identified and considered in any project development leading to operational initiatives.
6. Works with consultants from conception to engineering stage in a project management capacity. This includes assigning activities, providing guidance

and direction, and monitoring the work to ensure completion in accordance with instructions and standards.

7. Provides assistance to project managers of stakeholder groups, engineers, environmental scientists and others on a variety of multidisciplinary teams to ensure environmental issues related to liquid waste are represented and addressed to provide the best outcome for stakeholder groups.
8. Prepare written and verbal reports, plans and correspondence, and provide advice on various operational services matters to senior management and elected officials.
9. Conducts technical assessments, studies and research regarding a variety of operational matters; obtains professional advice as directed.
10. Responds to inquiries and complaints from the general public regarding operational services issues; explains and interprets regional district bylaws, regulations, policies, procedures and permit requirements as well as relevant provincial and federal acts, regulations and orders.
11. Remains current with changes to relevant local government, provincial and federal acts and regulations, bylaws, policies and processes, case law and general trends and developments within the operational services field.
12. Prepares and submits infrastructure grant applications and liaises with grant program staff.
13. Assists in the preparation and evaluation of request for proposals, quotations, design and construction procurement in partnership with internal Procurement personnel and participates in the selection of successful proponents.
14. Provide input and financial analysis to assist senior management with preparation of the annual budget.
15. Provide recommendations for the development or amendment of new and existing bylaws related to the area of liquid waste.
16. Conducts environmental field activities at water and wastewater facilities, watershed monitoring sites, work sites, and development application sites.
17. Undertakes a variety of other assigned duties and projects as required.

#### **REQUIRED EDUCATION AND EXPERIENCE**

- Diploma in Environmental Technology or Environmental Sciences from a recognized education institution, or equivalent academic training and experience

**OR**

- A four year degree in a relevant discipline related to the position. (*e.g. Bachelor of Science*)
- Minimum of two years of related work experience in the area of environmental sciences and working with stakeholder groups
- Equivalent combination of education and experience may be considered.

**REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS** *(required for acceptance into the job or to be acquired in first six months of being in the job)*

- Eligibility for registration as an Applied Science Technologist (AScT) with the ASTTBC or a related professional designation with designation
- Valid Class 5 BC driver's license

**PREFERRED QUALIFICATIONS**

- Additional local government and public administration experience or training.

**KNOWLEDGE, ABILITIES AND SKILLS** *(required for acceptance into the job or to be demonstrated in first six months of being in the job)*

- Working knowledge of relevant provincial legislation including, but not limited to, *Local Government Act, Environmental Management Act, Municipal Wastewater Regulation, Wastewater Systems Effluent Regulations, Public Health Act, Sewerage System Regulation, Drinking Water Protection Act, Water Sustainability Act, Agricultural Land Commission Act, Private Managed Forest Land Acts, Land Titles Act.*
- Good understanding of core operational responsibilities and issues related to drinking water treatment and distribution, wastewater collection and treatment and rainwater management.
- Possess comprehensive knowledge of engineering principles, terminology, practices and techniques.
- Very strong organizational skills and high work ethic for independent projects
- Work as a contributing member to a strong team to support goals of liquid waste management and the engineering services branch.
- Ability to read, understand, analyze and interpret technical literature, plans, specifications, reports, maps, graphs, legal opinions and other complicated issues.
- Ability to prepare technical environmental and scientific analysis reports and make recommendations on technical matters to senior staff, General Managers(s), Chief Administrative Officer, and elected officials.
- Ability to communicate professionally with the community, consultants, contractors and internal clients (both written and oral).
- Strong interpersonal, presentation, conflict resolution, problem solving and facilitation skills.
- Demonstrated advanced level skills with Microsoft Office Suite, with emphasis on presentations and word processing. Strong utilization skills with Adobe Acrobat, Explorer, web utilization skills and SharePoint applications. Working level skills with IMAP and GIS.
- Ability to conduct and apply comprehensive research regarding complex operational services matters.

- Good time management skills with the ability to successfully plan, prioritize, organize, coordinate and complete multiple projects and assignments with minimal supervision and direction.
- Ability to provide technical guidance and assistance to other staff.

**EMPLOYEE SIGNATURE**

I have read and understand this job description

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

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Date