

**“This document is available in alternate format upon request.”**

# **ENVIRONMENT OFFICER SERIES**

## **PREAMBLE**

### **INCLUSIONS**

This series includes technical, scientific, and management positions involved in environmental assessment, pollution prevention and control, public health protection, the establishment of environmental standards, objectives and guidelines, and/or the administration and enforcement of environmental and/or public health legislation and policy.

Work is governed by the various acts administered by the department.

The consequence of error for all position may include serious impacts to the environment and/or public health. All positions within the Environment Officer series may be involved in the response to environmental and/or public health emergencies.

### **EXCLUSIONS**

This series will not include:

- positions which require the incumbent to be a qualified and registered professional engineer or agrologist.
- positions where the primary duties and responsibilities are included in the definition of any other classification specification.

### **DEFINITIONS**

**"Administration"** refers to the management of human, financial, and technical resources to ensure the effective delivery of one or more programs in an assigned area, in addition to monitoring, evaluating and reporting on the effectiveness of the program(s) and their human, financial and technical resources.

### **APPLICATION OF THE SERIES**

Further to the inclusion statements in the preamble, the series is applied based on the general intent statement at each level, and is further supported by the factors described at each level.

# **ENVIRONMENT OFFICER 1**

## **GENERAL INTENT**

This is the junior working level where employees work under the direction of a more senior Environment Officer. Positions at this level perform functions such as conducting or assisting with routine inspections, enforcement, and/or monitoring projects. This level may also be used for training and development purposes.

## **FACTORS**

### **COMPLEXITY**

#### **Skills/Expertise Required**

- Basic knowledge of environmental and/or public health principles and technology acquired through applicable formal training or combination of education and experience.
- Ability to interpret and enforce legislation.
- Ability to conduct routine inspections and investigations.
- Ability to apply basic sampling techniques.
- Ability to collect, record and interpret data.
- Ability to effectively interact with the public.
- Ability to communicate information by oral and written methods.

#### **Originality**

Limited to resolving issues/concerns within the parameters of the specific project or assignment, and may require drawing conclusions and recommending action.

### **OTHER LEVEL DETERMINANTS**

#### **Supervision Received**

Receives direct supervision with specific instructions and procedural guidance provided.

#### **Contacts**

May have regular contact with department staff and various stakeholders including property owners, facility operators, local government officials, and the general public.

#### **Scope**

Within the specific assignment and duties performed.

## **ENVIRONMENT OFFICER 2**

### **GENERAL INTENT**

This is the full working level where positions are involved in the implementation and delivery of environmental and/or public health programs. Positions at this level are responsible for:

conducting investigations and inspections; enforcement of the acts and regulations; incident response; carrying out monitoring, licensing and assessment activities; and providing technical advice.

### ***OR***

carrying out monitoring and research activities in support of environmental quality studies and/or the development of guidelines and standards.

### **FACTORS**

#### **COMPLEXITY**

#### **Skills/Expertise Required**

In addition to the skills/expertise required at the EO1 level, positions at the EO2 level require:

- Thorough knowledge of environmental and/or public health and compliance principles, procedures and techniques acquired through a combination of relevant post secondary education and experience.
- Thorough knowledge of environmental and/or public health legislation and enforcement and compliance procedures.
- Knowledge of emergency response procedures.

and the demonstrated ability to:

- Carryout inspections, conduct investigations, resolve conflict, and take appropriate action.
- Collect, analyze, and interpret data.
- Review and assess reports/proposals, and make recommendations.
- Prepare comprehensive reports.
- Appraise pollution/contaminant treatment and control technologies, and provide related technical advice.
- Conduct monitoring projects in support of studies, programs, and the development of guidelines and standards.
- Identify, interpret and advise on concerns and issues, and recommend alternatives for their mitigation and resolution.

- Communicate effectively and represent the department with local government officials, external government agencies, industry representatives, consultants, non-governmental organizations, department staff, and the public.

### **Originality**

- Applies creativity and innovation to problem solving in the delivery of programs and activities.
- May provide input into the development of environmental quality standards, guidelines, objectives, policies, procedures and/or legislation.

### **SUPERVISORY AND ADMINISTRATIVE RESPONSIBILITY**

- May supervise, plan, and organize the work of other staff.
- Assists in the training of staff.

### **OTHER LEVEL DETERMINANTS**

#### **Supervision Received**

Receives limited supervision in day to day activities with increased supervision on matters that may be of a sensitive or non-routine nature, or changes to programs, policies, and legislation.

#### **Contacts**

In addition to the contacts at the EO1 level, the EO2's are required to communicate effectively and represent the department with external government agencies, industry representatives, consultants, non-governmental organizations.

#### **Scope**

Within an assigned area of the province, or specific to the assigned project.

## **ENVIRONMENT OFFICER 3**

### **GENERAL INTENT**

This is the first supervisory level of the series where positions are responsible for the planning, organizing, implementing and reporting on the environmental and/or public health programs for an assigned district. In addition to performing all functions of the full working level, financial management and the supervision of one or more Environment Officer 2's is required.

**OR**

On a province-wide basis, positions function as a provincial program coordinator, responsible for the development and coordination of one or more programs delivered throughout the province. Functions at this level include the development and ongoing evaluation of policies and operational guidelines; the provision of technical advice; and ensuring consistent program delivery throughout the province.

**OR**

On a province-wide basis, positions at this level perform professional scientific work in environmental quality requiring a high degree of specialization. These specialist positions lead the development, implementation, and evaluation of scientific projects, studies, assessment of impacts of pollutants on the environment, and/or Environment Act Licenses. Positions at this level assist with the development of environmental quality standards, objectives, guidelines, policies, procedures and/or legislation.

**OR**

At this level, in addition to performing all functions of the full working level, positions are assigned to the Central Environmental Emergency Response Team. On a rotational basis, these positions function as a provincial duty officer and are required, on a twenty-four hour basis, to respond to environmental emergencies as well as direct and co-ordinate the clean-up of spills and accidents.

# **FACTORS**

## **COMPLEXITY**

### **Skills/Expertise Required**

In addition to the skills/expertise required at the EO2 level, positions at the EO3 level have demonstrated ability to:

- Identify available human, operational, and information resources, and to coordinate and optimize such resources to achieve objectives.
- Manage a budget.
- Negotiate, mediate, and facilitate.
- Plan, organize, implement, and evaluate investigations, studies, surveys, and monitoring projects.
- Effectively liaise and communicate with senior management and academic institutions.

### **Additionally:**

- The district supervisors have demonstrated supervisory skills including the ability to plan, organize, implement, and report on the activities of the district.
- The provincial program coordinators have demonstrated leadership qualities and team building skills.
- The scientific project leaders require specialized knowledge in a narrow field of environmental quality; the ability to perform complex monitoring, draw conclusions and make recommendations; and the ability to prepare complex technical/scientific reports.

### **Originality**

In addition to the originality at the EO2 level:

- the district supervisors and the provincial program coordinators provide interpretation of policies and legislation to guide the work of other Environment Officers.
- the scientific project leaders apply creativity and innovation in the development of scientific projects and studies.

## **SUPERVISORY AND ADMINISTRATIVE RESPONSIBILITY**

- Identifies available human, operational, and information resources, and to coordinate and optimize such resources to achieve objectives.
- Responsible for expenditure control of a budget allocation.
- Additionally, the district supervisors are responsible for the planning, organizing, implementing, and reporting on environmental and/or public health activities within a district, and provides direct supervision to one or more Environment Officers.

## **OTHER LEVEL DETERMINANTS**

### **Supervision Received**

Receives general supervision to achieve program objectives.

### **Contacts**

In addition to the contacts at the EO2 level, the EO3's are required to effectively liaise and communicate with senior management and academic institutions.

### **Scope**

The scope for:

- the district supervisors is within a district.
- the provincial program coordinators is province-wide, specific to the program area(s).
- the scientific project leaders is province-wide, specific to the assigned projects.

# **ENVIRONMENT OFFICER 4**

## **GENERAL INTENT**

Positions at this supervisory level are responsible for coordinating the planning and administration of the operational delivery of all environmental and/or public health programs for a region, or at more than one district office within a large region. The management of human and financial resources is a requirement at this level.

## ***OR***

On a province-wide basis, in addition to performing all functions of the scientific project leader at the Environment Officer 3 level, these senior positions provide the scientific methodology for the most highly sensitive, difficult and complex scientific projects, studies, assessment of impacts of pollutants on the environment, and/or Environment Act Licenses. Positions at this level are required to lead the development of environmental quality standards, objectives, guidelines, policies, procedures and/or legislation, as well as provide technical review and guidance to project leaders at the Environmental Officer 3 level.

## **FACTORS**

### **COMPLEXITY**

#### **Skills/Expertise Required**

In addition to the skills/expertise required at the EO3 level, positions at the EO4 level have demonstrated ability to:

- Prepare briefing notes and ministerial correspondence.
- Represent the department at public hearings, consultations, and various committees and working groups at the provincial, national and international level.

#### **Additionally:**

- The regional supervisors have strong human resource management skills including the ability to supervise, direct, motivate, and lead staff.
- The senior scientific project leaders require the ability to develop and design innovative methodologies and approaches to scientific studies, as well as provide technical guidance to EO3 scientific project leaders.



## **Originality:**

In addition to the originality at the EO3 level:

- The regional supervisors participate in the development of operational guidelines, standards, policies, and procedures; and develop strategies to achieve compliance with environmental and/or public health legislation.
- The senior scientific project leaders develop environmental quality standards, objectives, guidelines, policies, procedures and/or legislation; apply original thought and innovation in the development and design of methodologies and approaches to scientific studies; and advise on the suitability and application of emerging technology and research.

## **SUPERVISORY AND ADMINISTRATIVE RESPONSIBILITY**

In addition to the supervisory and administrative responsibility at EO3 level:

- The regional supervisors are responsible for coordinating the planning and administration of the operational delivery of environmental and/or public health programs at more than one district in a region, and is responsible for the financial management of a budget.
- The senior scientific project leaders provide technical review and guidance to project leaders at the Environmental Officer 3 level.

## **OTHER LEVEL DETERMINANTS**

### **Supervision Received**

Receives general direction to achieve program objectives.

### **Contacts**

In addition to the contacts at the EO3 level:

- Occasional media contact may be required by the regional supervisors.
- The senior scientific project leaders are expected to maintain professional contacts provincially, nationally, and internationally.

### **Scope**

The scope for:

- The regional supervisors is within a region.
- The senior scientific program leaders is province-wide, specific to the area of specialization.

# **ENVIRONMENT OFFICER 5**

## **GENERAL INTENT**

This is the provincial section manager level, where positions provide professional and managerial work involving the planning, organizing, and directing of the technical and administrative activities of a section of professional staff. Positions at this level are responsible for strategic planning, which includes the development of provincial programs, policies, standards, guidelines, and legislation. These positions are also responsible to provide professional scientific/technical advice and recommendations in support of department decision making and provincial program delivery. The management of human and financial resources is a requirement at this level.

## **FACTORS**

### **COMPLEXITY**

#### **Skills/Expertise Required**

In addition to the skills/expertise required at the EO4 level, positions at the EO5 level have demonstrated ability to:

- Strategically plan the development of provincial programs, policies, standards, guidelines, and legislation.
- Propose and advocate for new monies in support of new projects through Treasury Board, Cabinet Submissions, and reports.

#### **Originality:**

In addition to the originality at the EO4 level, the provincial section managers identify emerging issues and problems and proposes provincial strategies and changes to program delivery.

### **SUPERVISORY AND ADMINISTRATIVE RESPONSIBILITY**

In addition to the supervisory and administrative responsibility at the EO4 level, the provincial section managers are responsible for strategic planning of resources to ensure provincial program delivery.

## **OTHER LEVEL DETERMINANTS**

### **Supervision Received**

Receives limited direction in setting and achieving objectives.

### **Contacts**

The provincial section managers must maintain good working relations with all contacts described within the previous levels.

### **Scope**

Province-wide.