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# ROLE DESCRIPTION

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**JOB TITLE:**            **MANAGER, ENVIRONMENTAL SERVICES**

**DIVISION:**            **ENVIRONMENTAL SERVICES**

**DEPARTMENT:**       **PUBLIC WORKS**

**SCHEDULE:**       **EXEMPT**

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## **GENERAL ACCOUNTABILITY:**

The Manager, Environmental Services is responsible for overseeing the environmental performance of the City of Prince George as an organization and as a community along with developing, implementing and monitoring environmental strategies to promote sustainable development. Areas of responsibility include environmental compliance, source control, climate change planning and implementation, wildfire mitigation, air quality, sustainable waste and energy management.

This position provides leadership, guidance, and direction to the Environmental Services Division and works collaboratively with other departments, Council, the public, and other federal, provincial, and municipal entities to ensure the best interests of the City of Prince George are met in a cost effective manner while minimizing potential liability. This position provides advice on a wide range of technical issues requiring extensive knowledge of federal and provincial legislation, Municipal policy, procedures, and processes and acts as a key representative and liaison regarding environmental issues. The incumbent has the ability to champion environmental initiatives across the organization, to Council and the community.

## **ORGANIZATION STRUCTURE:**

This is one of five positions reporting directly to the Director, Public Works. Reporting directly to the Manager are Environmental Coordinators, Sustainable Waste Management Coordinator, Environmental Assistant and Environmental Technician.

## **NATURE AND SCOPE:**

The incumbent is responsible for providing leadership to staff; overseeing the operations of the Division and for achieving strategic, financial and environmental goals.

The Manager provides leadership to division employees by way of direction on technical matters and defines work priorities. The incumbent coaches and mentors staff, appraises employee performance and, when required, initiates and implements progressive discipline procedures. The Manager participates in the recruitment, selection and evaluation of Environmental personnel; ensures every new employee receives an orientation; identifies and implements staff training and development needs for succession purposes; monitors and follows up on employee absences; and ensures job descriptions are kept current and updated when appropriate. The

incumbent oversees the coordination of resources between the Environmental Services Division, other City divisions and departments, and a variety of external agencies.

The Manager is responsible for ensuring that the Division operates in accordance with the policies established by the City. In conjunction with his/her staff, the incumbent is responsible for identifying, developing and ensuring the implementation of improved work place practices and procedures. S/he ensures that existing policies and procedures related to the Division are clearly identified, documented, communicated to staff, and consistently applied.

The incumbent is responsible for developing and managing the Divisional operating and capital budgets including approving expenditures, monitoring revenues and expenses, and recommending budget revisions. The incumbent oversees the preparation of proposals and cost estimates for capital improvements. The Manager contributes to the development of long term planning as it applies to the services provided by the Division and makes recommendations regarding improvements or capital extensions to Divisional equipment and structures. The incumbent provides expertise in the management of complex environmentally sensitive projects that may have corporate or regional implications. He/she maintains and submits reports, records and other information relating to the construction, operation and maintenance of systems, schedules, and progress of work.

The incumbent is responsible for remaining current on provincial and federal legislation and regulations regarding environmental issues and initiates action to ensure City compliance. The Manager considers Official Community Plans, sub-area plans, and regulatory bylaws in addressing compliance issues and drafts and/or revises bylaws applicable to divisional operations, as required.

The Manager promotes and raises awareness at all levels of the organization of the impact of emerging environmental issues and correspondingly makes recommendations to the Director on program initiatives designed to mitigate the concerns. The incumbent prepares a variety of reports on Divisional activities and initiatives and as required, makes presentations to Council and other public/community forums.

The Manager advises senior management on environmental objectives, targets, and metrics and assists operating groups in assessing their environmental performance, including the development, implementation and management of leading and lagging environmental indicators.

The Manager collaborates with Health and Safety and operational management teams to achieve industry leading environmental performance. The incumbent supervises environmental incident investigations and manages the development and implementation of environmental procedures, programs, processes, and systems to ensure compliance with regulatory and organizational requirements. The incumbent strives to minimize or eliminate environmental risks to the operating group and facilitates a safer environment both internally and externally. The Manager ensures quality controls and quality assurance protocols are followed at all times.

The incumbent plays a vital role within the community liaising with commercial and industrial interest groups on environmental issues and maintains regular contact with the general public. The incumbent acts to raise the public profile of environmental concerns through public hearings

and consultations and, as required, represents the Division on assigned committees. S/he also liaises with government officials to address environmental issues of concern.

The incumbent also manages a variety of special projects, as assigned.

### **CONTACTS:**

The Manager, Environmental Services has considerable involvement with all levels of management and staff and routinely deals with confidential material and sensitive issues. The incumbent acts as a representative of the City with other levels of government and various community groups. S/he liaises frequently with various external service providers and members of the general public. As required, the incumbent makes public presentations to raise awareness of environmental issues.

### **QUALIFICATIONS:**

Education: Completion of Grade 12. Bachelor's or Master's Degree in Environmental Science, Environmental Engineering, Resource Management or a related science/engineering field. A record of extensive leadership training and ongoing professional development.

Experience: A proven leader with progressively responsible experience in environmental management or assessment with eight to ten years' experience preferred. Municipal government experience is an asset. A minimum of five years in a supervisory capacity preferably within a unionized environment. Must have demonstrated knowledge of and previous experience with policy development, managing operational and capital budgets and project management.

Potential Designations/Memberships: ECO Canada, PEng, CSAP, RPBio or PAg,

### **Critical Attributes:**

- Remains current on provincial and federal legislation and regulations as they relate to environmental issues.
- Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, has good listening skills.
- Demonstrates commitment to quality service and in making service delivery improvements in order to increase customer satisfaction.
- Recognizes problems and responds, systematically conducts research, sorts through complex issues, seeks input from others, addresses root cause of issues, conducts positive negotiations, makes timely and difficult decisions, uses consensus when possible, communicates decisions to others.
- Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs.
- Generates new ideas, challenges the status quo, takes risks, supports change, solves problems creatively.
- Leads with energy and by example, is ethical and honest, uses tact and diplomacy, supports innovation and risk-taking, makes the tough call when needed, builds consensus when appropriate, motivates and encourages others, supports employee safety and wellness, encourages work/life balance, is resilient.

- Sets challenging and productive goals for team, keeps team accountable for actions, provides leadership and motivation, provides resources and support, sets up systems and processes to measure results.
- Defines roles and responsibilities, motivates and challenges employees, delegates effectively, rewards contributions, manages collaboratively, manages performance, disciplinary and other employee issues in a timely and appropriate manner, utilizes best human-resource practices.
- Demonstrates strong organizational skills and project management abilities to effectively complete projects on time and within budget.
- Possesses excellent data analysis skills and is proficient in a Windows-based environment and with modern technology including computer modeling, digital mapping and Geographic Information Systems.

Driver's License: Yes. A valid BC Driver's License, Class 5.  
Vehicle Usage: Yes. Personal vehicle used for work.  
Police Information Check: N/A.

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