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# JOB DESCRIPTION

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**JOB TITLE:** ENVIRONMENTAL ASSISTANT - SOURCE CONTROL

**DIVISION:** ENVIRONMENTAL SERVICES      **SCHEDULE:** B

**DEPARTMENT:** ENGINEERING & PUBLIC WORKS      **PAYGRADE:** 19

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## **JOB SUMMARY:**

The Environmental Assistant-Source Control is responsible for source control and protection assessment and technical functions, which may involve Municipal projects related to drinking water, groundwater protection, sanitary sewer and stormwater quality. The incumbent provides knowledge and advice to the Engineering and Public Works Department with respect to regulations, guidelines, and objectives set by the municipal, provincial, and federal governments.

The incumbent is responsible for providing source control investigations and education including coordination of activities related to storm water, sanitary sewer, and potable water. In addition, the Environmental Assistant is involved in the interpretation of legislation and regulations pertaining to storm water, drinking water, wastewater and biosolids, and assists the City in achieving regulatory compliance. Under general supervision of the Division Manager, considerable independence is required in fulfilling the duties of this position. Performs related duties.

## **MAJOR RESPONSIBILITIES:**

**Under the general direction of the Manager, Utilities Division:**

### **Assists the Division with Source Control and Protection by:**

- assisting with City projects related to drinking water, groundwater, sanitary sewer, wastewater, and stormwater management;
- preparing cost estimates for projects related to source control and protection for budget and/or reporting purposes;
- drafting and administering Waste Discharge Permits, including liaising with applicants, preparation of permits, and compliance;
- researching and drafting various by-law and policy documents addressing compliance issues;
- preparing reports on topics such as new/revised Provincial and Federal legislation and changes to the *Local Government Act* with respect to source control and protection;
- monitoring and reporting for permits and senior government regulations;
- reviewing and providing recommendations for sampling and monitoring of the wastewater and drinking water systems;

- representing the City on intergovernmental and interagency committees related to water, groundwater, sanitary sewer, and stormwater;
- conducting investigations and monitoring programs for source control such as fats, oils, and grease in the sanitary sewer system or commercial releases of contaminants into the stormwater system;
- liaising with Bylaw Services and assisting with investigations into Bylaw infractions;
- submitting applications to senior government and other agencies to obtain grant monies to support City identified initiatives in the area of storm water, sanitary sewer, water quality, and other projects;
- attending to after hour call-outs, as required.
- undertaking a variety of assignments/projects related to source control and protection; and
- performing related duties.

**Educates staff and public by:**

- liaising with commercial, industrial, and the general public with respect to conservation and source control and protection issues;
- liaising with government agencies, Utilities, School District No. 57, CNC, UNBC and other agencies with respect to Utilities issues;
- working with Northern Health on issues of common interest such as grease traps and oil/water separators;
- initiating educational and media programs on a variety of topics as required, including but not limited to: the Water Bylaw, the Sanitary Sewer Bylaw, and the Storm Sewer Bylaw; and
- providing relevant website information for the department.

**QUALIFICATIONS:**

**Education:** University Degree in Sciences, Environment, or Engineering or completion of a recognized two-year diploma program in Sciences, Environment, Engineering, or Technology.

**Experience:** Minimum of three years' experience with a degree, or five years' experience with a diploma, in an occupation directly related to drinking water treatment and conservation, stormwater management, wastewater treatment, pollution prevention, waste minimization or enforcement.

**Knowledge and Skills:** Knowledge of drinking water, sanitary sewer and stormwater, with a focus on planning, management, assessment and sustainable development. Demonstrated initiative and the ability to function in an independent manner. Ability to communicate effectively both orally and in writing and the ability to relate effectively to the public. Ability to make presentations to technical and public groups and communicate effectively and respectfully with other City employees, representatives of external agencies, industry and special interest groups. Ability to develop and maintain professional, cooperative and mutually respectful relationships with a variety of internal and external contacts. Ability to conduct independent fieldwork and research, and prepare reports with

limited supervision within short timeframes. Considerable knowledge of modern and complex principles and practices of wastewater discharge inspection and investigation. Considerable knowledge of methods and techniques of commercial/industrial waste monitoring, sample collection, and analysis. Knowledge of the equipment used in the control and monitoring of industrial wastewater. Ability to perform basic laboratory procedures of sampling, testing and chain of custody protocols for stormwater and wastewater. Demonstrated use of the principles of project management and technical writing. Safety principles in differing environments. Ability to work outdoors for extended periods in unfavourable weather conditions. Ability to handle multiple tasks and a demanding workload and effectively meet deadlines. Demonstrated initiative, judgment and creativity in carrying out projects. Ability to deal courteously, tactfully, diplomatically and professionally with staff and members of the public. Ability to work within, and contribute to, a pro-active team environment. Strong computer abilities in a Windows-based environment related to the position. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Driver's license: Yes. BC driver's license, unrestricted Class 5.  
Vehicle Usage: Yes. As per vehicle usage policy.  
Police Information Check: No

**Prepared by: Gina Layte Liston**  
**Date prepared: May 2015**  
**Date revised:**  
**Revised by:**