

## Job Description

## Manager of Environmental Services

### POSITION SYNOPSIS AND PURPOSE

(A position overview and how it aligns with corporate strategies)



The Manager of Environmental Services is responsible for the comprehensive oversight and management of the Environmental Services Division within the Department of Infrastructure. This role includes the safe, efficient, and effective operation of solid waste management, water and wastewater treatment facilities, and water-related services at municipal pools. Reporting directly to the Director of Infrastructure, the Manager ensures that the division is adequately staffed and resourced, with all municipal infrastructure operated and maintained to the highest standards. The Manager is also responsible for ensuring compliance with environmental regulations, implementing sustainability initiatives, and managing the municipality's environmental impact related to Environmental Services Division operations. This position is critical to safeguarding public health and the environment, supporting the community's well-being, and ensuring that services are delivered reliably and in accordance with municipal, provincial, and federal standards.

### MAJOR RESPONSIBILITIES

(Position activities and allocation of time spent doing each activity)



| Description  | Approximate Time Spent (%) |
|--|----------------------------|
| <p><b>Division Management and Leadership</b></p> <ul style="list-style-type: none"> <li>• Lead, mentor and encourage staff, fostering a culture of collaboration, positive working relations, and continuous improvement, while promoting professional development and innovation within the team.</li> <li>• Provide management and supervision of division staff, ensuring adequate resourcing, proper timekeeping, and ongoing training to maintain high performance.</li> <li>• Oversee the preparation, monitoring, and control of the division's budget, ensuring all spending is within budgetary limits and properly documented.</li> <li>• Recommend staffing and procedural changes to the Director of Infrastructure based on operational needs and performance evaluations.</li> </ul> | <p>30%</p>                 |

| Description   | Approximate Time Spent (%) |
|---|----------------------------|
| <p><b>Operations and Maintenance</b></p> <ul style="list-style-type: none"> <li>Oversee the management and maintenance of municipal solid waste, water, and wastewater systems, ensuring they meet safety, security, and regulatory standards.</li> <li>Ensure all infrastructure is up to date with design engineering standards, regulatory codes, and accessibility regulations.</li> <li>Develop and implement short and long-term maintenance plans to ensure the longevity and efficiency of municipal infrastructure.</li> </ul> | 40%                        |
| <p><b>Environmental Compliance and Strategic Planning</b></p> <ul style="list-style-type: none"> <li>Stay updated on environmental regulations and engineering standards, ensuring all operations comply with provincial and federal requirements.</li> <li>Prepare and submit required provincial and regulatory reports in a timely and accurate manner.</li> <li>Develop strategic plans for environmental services, aligning them with the municipality's overall goals and regulatory requirements.</li> </ul>                     | 20%                        |
| <p><b>Community and Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>Engage with the community and stakeholders to address concerns, promote environmental awareness, and ensure transparency in the division's operations.</li> <li>Collaborate with other managers and the Director to integrate environmental impact reduction strategies into broader municipal plans.</li> </ul>  | 10%                        |

**\*Note:** All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

## MINIMUM QUALIFICATIONS

(Must Have)



### Education (degree/diploma/certifications):

- Bachelor's degree in environmental science, civil engineering, or a related field required.

- Class 5 NS Drivers License with Condition 15 endorsement
- Post-secondary education in the area of civil engineering construction or relevant field, water distribution and wastewater collection training would be considered an asset.

**Experience:**

- 5 years experience in civil construction or other related field
- 3 years experience as a supervisor, responsible to lead and direct multi-discipline employees or contractors
- Work in a municipal environment an asset

**Knowledge/Skill/Ability:**

- Able to work independently or in a group environment to accomplish time-sensitive critical tasks in a demanding environment.
- Ability to work effectively with other departments, external agencies, and community stakeholders to achieve common goals.
- Experience in civil construction such as road, water and wastewater
- Experience in snow and ice control (eg: plowing, sanding, salting, or shovelling)
- Comprehensive knowledge of environmental regulations and municipal infrastructure management.
- Strong leadership and team management skills, with experience in mentoring and fostering a collaborative work environment.
- Proficiency in budget management, including capital and operating budget planning and oversight.
- Advanced problem-solving and critical thinking skills to address complex environmental challenges.
- Excellent communication and interpersonal skills for effective interaction with staff, the public, and regulatory bodies.
- Proficiency in relevant software (e.g., AutoCAD, GIS, Microsoft Office Suite) and ability to utilize technology for operational efficiency.
- Strong organizational and project management skills to oversee multiple projects and ensure compliance with timelines and standards.

**WORK CONDITIONS** 

**Contacts and Nature of Interactions**

| Frequency Legend                                |  |
|---|--|
| <b>Constant</b> – every day for most of the day | <b>Occasional</b> – bi-weekly to monthly |
| <b>Frequent</b> – daily                         | <b>Rare</b> – once in a while            |
| <b>Regular</b> – weekly                         |  |

| Contact (Title)                 | Internal / External | Frequency  | Nature of Interaction  |
|---------------------------------|---------------------|------------|--|
| Director of Infrastructure      | Internal            | Regular    | Reports on division operations and strategic planning                                  |
| Environmental services staff    | Internal            | Constant   | Supervises, mentors, and provides guidance   |
| Regulatory agencies             | External            | Frequent   | Ensures compliance with environmental regulations                                      |
| Vendors/contractors             | External            | Occasional | Negotiates contracts and oversees service delivery                                     |
| Community members/public        | External            | Occasional | Addresses environmental concerns and public inquiries                                  |
| Finance Department              | Internal            | Regular    | Collaborates on revenue systems and reporting, financial analysis, and budget planning |
| Other municipal departments     | Internal            | Regular    | Collaborates on interdepartmental projects and plans                                   |
| Industrial and commercial users | External            | Regular    | Manages service agreements and addresses concerns                                      |

Interactions with contacts are generally courteous and collaborative, although occasional exposure to rudeness or conflict may occur.

### Work Demands

#### This position spends approximately:

- 70% of the time indoors
- 20% of the time outdoors
- 10% of the time driving a vehicle during work

#### Physical effort:

- Able to spend extended periods of time sitting at a desk and computer useage
- Able to spend extended periods of time walking or standing on uneven surfaces
- Able to transport objects or equipment up to 25kg on/off vehicles, up/down stairs safely
- Able to recognize and identify objects or surfaces at a distance

**Mental effort:**

- Able to effectively express or exchange ideas and reasoning with employees
- Able to adapt well in the face of workplace stressors such as difficult public members, competing priorities or complex time-sensitive emergencies
- Able to understand direction and adhere to workplace protocol
- Able to effectively and efficiently apply logic to make sound decisions
- Analyzing complex environmental data
- Problem-solving under regulatory pressures
- High-level strategic planning

**Hours of work:**

- Regular hours of work will be 8:00 am to 4:30 pm, Monday to Friday with overtime or after-hours as required
- After-hours on-call weekly rotation

**Work Location:**

- On-site (100% of work performed on-site)
- Hybrid (Combination of on-site and remote work)
- Mostly Remote (Most time spent working remotely with limited time spent in the office)

Note: Mostly remote positions are required to attend regularly scheduled team meetings, training, and collaboration opportunities on-site. Appropriate notice will be provided.

**ACCOUNTABILITY AND INITIATIVE****Independent Decision Making:**

- Customer service decisions in responding to public inquiries
- Interpreting and implementing policies, procedures and agreements
- Diagnosing and effecting repairs to infrastructure or equipment
- Developing short- and long-term project planning
- Makes operational decisions regarding waste and water management.
- Implements new environmental division policies, practices, and procedures.
- Allocates resources within the division.

**Financials and Budget:**

- Makes purchases up to \$5000 without Infrastructure and Operations Director's approval
- Provides input/ information to Infrastructure and Operations Director's for budget planning
- Tracks and coordinates budget expenditures
- Responsible for Environmental Services Division's operational and capital budget expenditures and revenues

**Confidential Information:**

- Handles sensitive environmental compliance data.
- Manages confidential employee, client, and financial records.

**Creativity and Ingenuity:**

- Leveraging new technologies, tools or materials to improve quality or efficiency
- Develops innovative sustainability initiatives.
- Improves efficiency in waste and water management processes.
- Finds solutions for complex environmental service challenges

**Leadership, Supervision and Functional Advice**

**Employees this role manages or supervises:**

- Manages and supervises unionized employees
- Manages and supervises salaried employees
- Manages and supervises hourly employees
- Manages contractors

**Functional advice this role may provide and to whom it is provided:**

- Provides technical advice related to design, construction, maintenance, troubleshooting, and optimization of systems, structures, or processes
- Develop and support risk assessment and safety measure implementations
- Provides technical advice related to construction
- Provides administrative advice related to the operation

**POSITION CLASSIFICATION**  
 (Where this position fits)

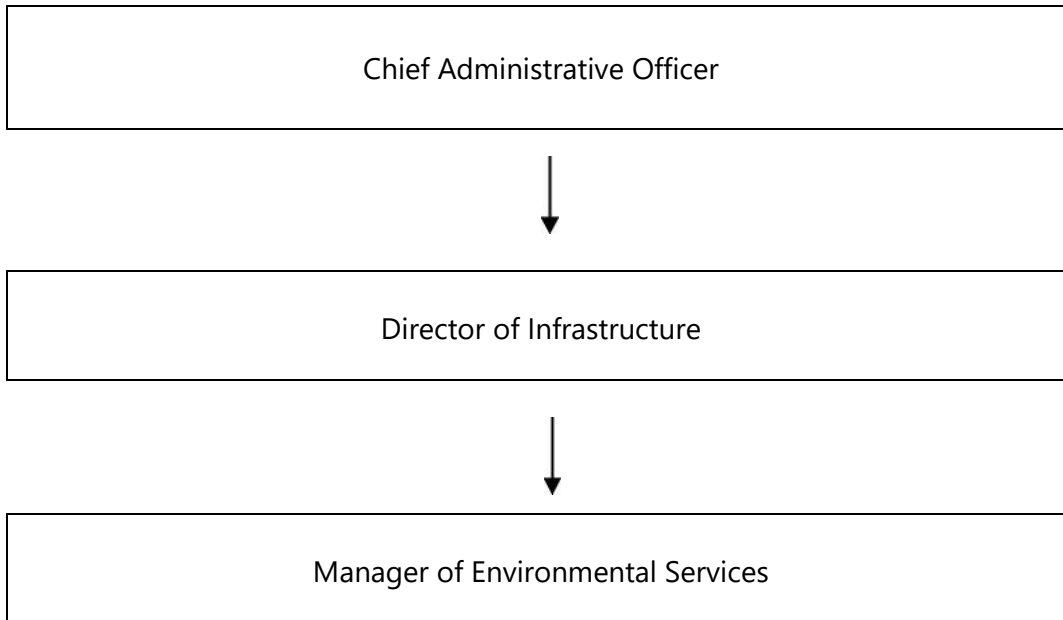


|   |   |
|---|---|
| <b>Position Title:</b><br>Manager of Environmental Services | <b>Division:</b><br>Environmental Services                |
| <b>Department:</b><br>Infrastructure                        | <b>Classification:</b>                                    |
| <b>Positions Supervised Directly:</b><br>3-5                | <b>Reports to (Direct):</b><br>Director of Infrastructure |
| <b>Salary Grade:</b>  | <b>Positions Supervised Indirectly:</b><br>>15            |

|  |  |
|--|--|
| <b>Hours per week:</b><br>Regular hours of work are Monday to Friday 8:00 am - 4:30 pm with a 30-minute unpaid lunch. Overtime and after-hours work will be required from time to time and may be balanced in lieu at the Director's discretion. | <b>Work Location:</b><br>Public Works Garage<br>142 Hank Snow Dr., Liverpool |
| <b>Effective Date:</b>   | <b>Revision Date:</b><br>September 8, 2024                                   |

## Organizational Chart

The reporting relationship of this position to others within the immediate department.



## APPROVAL

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Once the job description has been completed, ensure the Department Head or CAO has reviewed the document, discussed any points and/or comments that have arisen, and made changes accordingly.

Forward the final version, with all applicable signatures, to Human Resources.

**Manager Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head or CAO Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Human Resources Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_