

ENVIRONMENTAL TECHNICIAN

EXEMPT (Y/N): No	DIVISION: Utility Services
SALARY LEVEL: Grid 1, Band 12 (Under Review)	DEPARTMENT: Infrastructure Services
LOCATION: Field Road	SUPERVISOR: Assistant Manager, Utility Engineering
APPROVED BY: Manager, Utility Services	DATE: July 2024
Replaces: Environmental Technician	Date: September 2016, June 2019

SUMMARY: Reporting to the Assistant Manager, Utility Engineering, the Environmental Technician performs technical and administrative work related to the delivery of environmental services in Water, Wastewater and Solid Waste Management functions, operating within designated service areas to ensure that delivery of service meets the expectations of internal and external customers, making the best use of available resources.

KEY RESPONSIBILITIES *include:*

1. Monitor and analyse environmental performance data in support of operations and associated programs and projects, with the goal of continuous improvement of services, and to prepare summary reports for senior staff.
2. Maintain work records and testing files, enter data using electronic means, and conduct quality control checks of laboratory data and database entries, including from other operating staff, conduct preliminary analysis of data, including comparison with published guidelines/objectives, alert the appropriate senior staff to violations of applicable requirements, prepare reports and memoranda detailing test results.
3. Maintain a comprehensive database to track and review all water/wastewater/solid waste permits as required.
4. Assist with information management related to archaeology, including organizing archaeological data, coordinating and implementing archaeological procedures, and ensuring compliance with all relevant regulatory bodies and First Nations requirements.
5. Support the delivery of environmental and archaeological tasks and assist on environmental and archaeology processes and projects to ensure the SCRD is compliant with all regulations and policies.
6. Support the development and implementation of a Cross Control Protection Program and associated data management and procedures.
7. Assist with the development and implementation of an invasive species management program, and strategies and plans to support protection of community water supplies.
8. Participate in the administrative tasks of the department, including providing trend plots, participation in assigned projects, customer enquiries, conducting research, and assisting in the development of policy and operating guidelines.

TYPICAL ACTIVITIES *include:*

1. Compiles and tracks data including but not limited to environmental monitoring (landfills), water consumption/quality and creek flows.
2. Analyses data to assess environmental performance, efficiency and effectiveness of programs and services and prepares reports on findings for water quality, water consumption, stream flow, wastewater quality, and landfill groundwater and surface water quality.

3. Conducts groundwater and surface water sampling associated with landfill environmental monitoring programs and other projects requiring environmental oversight, coordinates lab analysis and interpretation/documentation services provided by consultants, and conducts landfill gas sampling associated with the Landfill environmental monitoring program.
4. Develops and maintains a database to track the installation and maintenance of appropriate backflow prevention/cross connection control devices by the SCRD and its water customers and distributes regular maintenance reminders to customers.
5. Conducts research and work to support the development and implementation of drinking water source protection plans and similar strategies.
6. Develops technical and project-related measurement tools and indicators for environmental performance assessment purposes, and acts as a technical/statistical resource to staff.
7. Conducts invasive species tracing, attends onsite inspections, and work with contractors for removal or treatment.
8. Coordinates and participates in the SCRD annual snow survey and other various on-site analysis, sampling, instrumentation installations and physical activities which may include work in waterways and in cold and wet environments.
9. Engages in environmental compliance monitoring on construction projects to ensure compliance with environmental permits, regulations, and requirements set by local, provincial, and federal agencies.
10. Provides inputs on capital projects to ensure compliance with environmental regulations, assess potential impacts, and implement mitigation measures to protect the environment and public health.

QUALIFICATIONS, EDUCATION, and EXPERIENCE

- Completion of Grade Twelve (12) or equivalent.
- Diploma in technology or Physical/Natural Science, Resource/Water Management, Environmental Studies or Civil/Environmental Engineering with preference given to a bachelor's degree.
- Registered, or able to become registered with the College of Applied Biologists is preferred.
- 2 years' relevant work experience in Solid Waste Management and/or Water and Wastewater Management activities including environmental and/or operational data analysis, ideally in a local government setting.
- An equivalent combination of education and experience may be considered.
- Valid BC class 5 driver's license.

OTHER SKILLS/KNOWLEDGE

- Proficient with Microsoft Suite, including Word, Excel, and Outlook.
- Sound knowledge of environmental sustainability and archaeology issues, as well as environmental (water, wastewater, sediment, biota) sampling practices, procedures, and equipment.
- Working knowledge of research methodology and performance/productivity analysis and knowledge of the regulatory context (e.g., Environmental Management Act), and environmental guidelines and objectives as applicable to the work performed.
- Ability to perform fieldwork in various outdoor environments, including walking/hiking, standing, and lifting equipment, often in challenging terrain or weather conditions.
- Ability to determine safe and efficient sampling procedures, to perform environmental monitoring and sampling, to assist in the development and maintenance of a comprehensive testing schedule and in the development of special procedures and techniques as required.

- Ability to conceptually apply principles of environmental sustainability and archaeology to the delivery of regional programs and services.
- Effective oral and written communication skills including in the drafting of reports and public education materials.
- Demonstrated ability to proactively develop mutually beneficial working relationships with colleagues, clients and others.
- Effective organizational skills including the ability to manage multiple projects and deadlines.
- Ability to review operational data and identify/investigate inconsistencies.