



The Corporation of the Municipality of West Grey Job Posting

Position: Environment and Capital Projects Officer

Category: Permanent Full-time, 35 hours week

Salary: \$36.53 - \$42.73/hr.

The Municipality of West Grey is accepting applications for the permanent full-time position of Environment and Capital Projects Officer (ECP Officer), West Grey Administration Building. To apply, please submit your resume and cover letter to Brent Glasier, Interim Director of Infrastructure and Public Works at HR@westgrey.com by June 22, 2022, at 4:00 p.m.

About the Municipality of West Grey

Located in Grey County, and servicing a population of approximately 13,000, the Municipality of West Grey is a combination of rural, farm communities, friendly urban centres and quaint villages. With our quintessential 'small-town Ontario' vibe, our calming, yet breathtaking scenery and recreation for every season, West Grey is a truly welcoming place to call home.

Job Summary:

Reporting to the Director of Infrastructure and Public Works, the ECP Officer manages West Grey's environmental portfolio, infrastructure capital projects and corporate health and safety.

Responsibilities:

1. Environment portfolio (60%)

a. Climate action initiatives

- i. Implementing, overseeing, monitoring and reporting on the corporate climate action plan.
- ii. Ensuring corporate alignment between the climate action plan, asset management plan and various corporate procedures.
- iii. Liaison to the following advisory committees:
 - Grey County Climate Change Community of Practice committee.
 - Climate Action Advisory Committee.
 - Gardens and Greenspaces Committee, including overseeing the gardens and greenspaces annual plan.
 - Trails Committee, including creating, implementing and overseeing the Trails Master Plan.

b. Waste Management

i. Strategic projects

- Developing, implementing and overseeing waste disposal, recycling and diversion programs.
- Developing long-term waste management solutions.
- Coordinating environmental assessments for construction projects.

ii. Operations

- Supervises landfill attendants.
- Research and review Acts, Regulations, Guidelines and Best Management practices relating to waste management.
- Collaborate with local municipalities regarding waste management disposal and diversion programs.
- Promote municipal and county waste management programs and educate residents about them.
- Develop public communication pages regarding waste management and recycling to be placed on municipal website.
- Prepare West Grey's Annual Waste Management Status Report.
- Manage West Grey's Municipal Hazardous and Special Waste Program (tender, schedule, operate, manage, promote, expenses, etc.).
- Oversee all recycling programs.
- Understand and communicate ministry funding and funding changes.
- Prepare and submit funding applications and answer inquiries from the ministry regarding the submissions.
- Develop composting program.
- Lead role to develop educational opportunities within the schools to promote responsible waste reduction and recycling.
- Oversee the development of a waste diversion study and manage the recommendations from that study.
- Prepare waste management budget recommendation.
- Assists the director with formulating and overseeing waste management budget.

2. Capital Projects Coordination (20%)

- Plan and coordinate and undertake necessary activities to fulfill Environmental Assessment (EA) requirements for construction projects.
- Liaise with consultants to complete technical reports with respect to environmental projects.
- Oversee the organizing of public meetings, notifications and correspondence for EA projects.

- Establish documentation for reference and publishing purposes during environmental assessments.
- Communicate with landowners and stakeholders as required.
- Ensure compliance with and the receipt of approvals from various ministries, regulating bodies, Grey County official plan and local zoning bylaws.
- Lead environmental site assessments.
- Develop and implement environmental programs as required.
- Assist with environmental requirements from Saugeen Valley Conservation Authority permits for sedimentation and erosion control, etc.
- Monitor Source Water Protection program relating to West Grey's requirements.
- Oversee environmental operations at department patrol garages (oil separators, Hazardous Waste Information System).
- Ensure Health and Safety procedures and policies are kept current.
- Explore community and municipal partnerships/programs.
- Coordinate and organize activities relative to each assigned project including time, scope, cost, and resources.
- Communicate relevant project information effectively and accurately.
- Keep current with information, legislation, resources, equipment, tools and technology in related fields to ensure programs are up to date and in compliance.

3. Corporate Health and Safety (15%)

- Establish department and corporate health and safety programs as required by the Occupational Health and Safety Act and applicable regulations.
- Coordinate the activities of the corporate Health and Safety Advisory Committee.
- Develop and monitor health and safety policies, procedures and processes including action plans and safe work practices.
- Organize and manage the corporate safety training program.
- Prepare health and safety documents and forms.
- Purchase health and safety supplies, clothing, tools, equipment.
- Monitor health and safety reports.
- Investigate incidents/accidents with the affected supervisor and develop corrective actions, working in conjunction with the department head.
- Develop and maintain municipal standard operating procedures.
- Member of the emergency control group, as and if required.

4. Asset Management (5%)

Working with the asset management financial analyst, department director and director of finance/treasurer:

- Assists with the development, management, and maintenance of all the departmental capital assets.

- Assists with developing an Asset Management Risk Policy that utilizes Level of Service and Estimated Service Life.
- Assists in developing five, ten and fifteen-year maintenance and capital needs program.
- Assist with federal and provincial funding applications.
- Monitor and make recommendations to incorporate 'green' practices in asset management initiatives.

The duties and responsibilities outlined above are representative but not all-inclusive.

Impact of Error:

The Environment and Capital Projects Coordinator plays an important role in ensuring that the various departments within West Grey operate in a safe and effective manner. Errors could result in damage to property, decrease in work production, inaccurate information and going over-budget. These would result in a loss of time, money, reputation and potential legal implications for the municipality.

Knowledge and Skills

- Post-secondary degree in Environmental Sciences or similar.
- One year Certificate program in Health and Safety.
- Five years of previous experience in a related environment field and health and safety role.
- Demonstrated project management skills.
- Ability to effectively communicate both verbally and in writing.
- Ability to respond quickly in a dynamic and changing environment.
- Ability to prioritize and manage conflicting demands.
- Demonstrated time management skills.
- Direct working knowledge of operations and transportation management.
- High level of integrity and work ethic.
- Highly developed understanding of industry regulations, standards and best practices.
- Canadian Registered Safety Professional (CRSP) designation would be considered an asset.

Physical and Working Demands

a. Physical Demands:

While performing the duties of this position, the incumbent is regularly required to sit for long periods of time. The incumbent is also regularly required to perform data entry for long periods of time. The incumbent also lifts objects weighing no more than 20 lbs. for short periods of time.

b. Sensory Demands:

While performing the duties of this position, the incumbent is regularly required to operate a computer for long periods of time. The incumbent regularly writes reports for significant periods of time. The incumbent regularly communicates with the public via telephone or in person for long periods of time.

c. Mental Demands:

While performing the duties of this position, the incumbent is required to remain focused to ensure that approval processes are followed diligently.

d. Working Conditions:

Incumbent works in typical office conditions. Noise levels are typical of an office that is open to the public. Incumbent is occasionally exposed to chemical substances and chemical hazards over the course of their duties. Incumbent will also work at off-site locations including municipal landfill sites and public works facilities.

Equal Opportunity Employer

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001 and will only be used for candidate selection. Questions about this collection should be directed to the clerk of the Municipality of West Grey at 519-369-2200.

We are an equal opportunity employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code; the Municipality of West Grey will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in any recruitment, selection and/or assessment process, please inform the Municipality of any accommodations(s) that you may require in respect to any material or processes used to ensure your equal participation.