



IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Waste Management Advisor	
Position Number	Community	Division/Region
21-16526	Yellowknife	Community Operations/HQ

PURPOSE OF THE POSITION

This position provides technical guidance and advice to headquarters and regional staff, community governments, program departments regarding planning, operations and maintenance, and management of specific waste streams at municipal solid waste management facilities in a northern environment.

This position is responsible for providing proactive technical advice and guidance to community governments across the Northwest Territories on solid and hazardous waste management. The advice and guidance provided helps to community governments to operate their municipal solid waste facilities in a manner that environmental protection measures adequately protect the land, air, and water resources of the Northwest Territories in accordance with the *NWT Environmental Protection Act*, the *Mackenzie Valley Resource Management Act*, *The NWT Waters Act*, and all other regulations and guidelines.

SCOPE

Working in the Community Operations Division, the Waste Management Advisor reports to the Senior Technical Officer, Waste Management. The position is located in the department's headquarters in Yellowknife. This position provides advice and services to MACA headquarters and regions (Regional Superintendents, Managers of Infrastructure Planning and Works Advisors), other GNWT Departments, and community governments (Mayors, Senior Administrative Officers, Councils, Directors).

The incumbent provides technical guidance and best practice advice on solid and hazardous waste management issues to regional and community government Council and staff, including Senior Administrative Officers/Band Managers and community works staff, as well as

contractors and other stakeholders. This position provides support to communities to ensure that they manage their solid and hazardous waste as required by legislation and provides best practice advice on waste management in the absence of legislation to ensure environmental protection. This position works with community governments to ensure that waste management facilities comply with all applicable legislation, such as community Water Licenses.

The Waste Management Advisor has knowledge and understanding of new research, techniques, methodologies, and processes for best practices in solid and hazardous waste management. The incumbent will respond to increasing demands for community government support in this area.

The incumbent will support MACA's work with the department of Environment and Natural Resources as well as community governments on the implementation of the Waste Resource Management Strategy. The incumbent will contribute and occasionally lead working groups and projects undertaken to support the implementation of the Waste Resources Management Strategy.

The incumbent follows and advises community governments on all applicable policies, procedures, acts, regulations, standards, and guidelines. A work plan will be developed in partnership with the Senior Technical Officer, Waste Management, and will include tasks, budget, and the process to report milestones. There is often a need to work concurrently on several projects of varying size and prioritize work appropriately.

The incumbent is required to engage in a high degree of problem-solving, in partnership with other MACA staff, community government staff and other GNWT department staff, in order to ensure that the community governments have the knowledge and tools required to operate the solid waste facilities efficiently and that community works staff are trained adequately. The NWT presents a unique physical environment with severe climate conditions and remoteness that affects municipal infrastructure.

The incumbent is required to understand techniques and key messages in public education to help communities gain public acceptance of standard or updated waste management practices. This may be in the field of new strategies to reduce solid waste generated in communities.

Working directly with all NWT communities, the Waste Advisor directly influences the O&M budgetary decisions of community governments related to maintenance and capital investment at solid waste facilities and indirectly influences the condition of community public infrastructure in the NWT.

RESPONSIBILITIES

- 1. Provide technical support to community governments in the area of hazardous waste management.**

- Makes technical decisions regarding the handling and disposal of chemicals and other hazardous substances that are often variable, unusual and injurious to life, property and the environment.
 - Supports the development and delivery of hazardous waste management training programs to municipal governments to increase knowledge, skills and personnel safety and promote environmental protection.
 - Supports the preparation of guidelines for and assists municipal governments with industrial and hazardous waste management programs and projects that support compliance.
 - Advises on chemical safety training, product information and management principles for Household Hazardous Waste collection and diversion programs.
 - Supports the management of a feasibility study and subsequent implementation of an ongoing hazardous waste back haul program in the NWT.
 - Maintains qualifications in professional, technical and administrative areas by attending and/or completing seminars, formal courses and other professional development opportunities as assigned.
- 2. Provide technical assistance and support the planning, coordination and implementation of the Waste Resource Management Strategy.**
- Supports MACA's implementation of the Waste Resource Management Strategy (Strategy) and works with community governments to achieve the goals and objectives outlined in the Strategy.
 - Provides assistance to the Senior Technical Officer, Waste Management who liaises with regulatory agencies and other GNWT Departments to develop legislation, regulations, policies, codes, standards, and guidelines concerning the design, construction operation and closure of GNWT waste management facilities.
 - Provides advice about waste management to senior management within the Department and to decision-makers within and outside the GNWT through participation on Committees such as the Waste Technical Committee.
 - Supports research in changing products, technologies, and techniques to ensure GNWT is up to date with improvements for waste management with particular emphasis on their applications in northern conditions.
 - Promotes and supports educational awareness of waste prevention, reduction, reuse and recycling initiatives available in the NWT to municipal and community government Council and staff.
 - Support the development and helps promote messages and public education material in the area of solid waste, hazardous waste, and waste reduction or recycling.
- 3. Provides technical training and support to community governments and MACA Regional staff in accordance with solid waste management best practices, environmental protection legislation and public health principles.**
- Provides training to community staff including operators in the areas of water sampling and testing, trouble-shooting, solid waste site operations.
 - Coordinates and/or provides hands-on operations training to staff within the community on solid waste management as required.

- Conducts community site visits to gain a better understanding of local issues related to waste management.
 - Works with communities and regulatory agencies to support training of solid waste site staff/operators.
 - Provide technical and practical advice to communities on how to operate and maintain their solid waste facility, including advice with water license applications and requirements.
 - Establishes and maintains a professional working relationship with community government Council and staff, MACA staff and consultants and other stakeholders.
 - Develops and maintains partnerships internally to the GNWT and externally to create a common understanding and integrated approach to addressing waste management objectives.
 - Supports the delivery and development of the Solid Waste Management Course offered by MACA's School of Community Government.
- 4. Supports program area project management activities in accordance with applicable codes, standards and criteria, and regulatory requirements.**
- Coordinate projects as required.
 - Liaises with contractors or contract managers as required to ensure program delivery and standards have been maintained.
 - Develops project proposals, plans and recommendations for the Senior Technical Officer, Waste Management.
 - Establishes a monitoring system to ensure project deadlines are met, objectives and tasks are completed and deficiencies are corrected.
 - Liaises with managers and community representatives with respect to assigned projects as required.
- 5. Research and advise on value (cost/benefit and life cycle costs) for solid waste management systems.**
- Researches new products, construction materials, management processes and techniques with particular emphasis on their application in Arctic conditions and provide greatest value.
 - Undertakes routine reviews/analysis of technical bulletins such as CSA standards, NRC publications, published research results, design review commentaries, commissioning reports, operational audits, evaluations and other appropriate literature.
- 6. Maintains qualifications in professional, technical and administrative areas by attending and/or completing seminars, formal courses and other professional development opportunities as assigned.**

WORKING CONDITIONS

Physical Demands

Required to conduct inspections/investigations and assist community governments with training and operations of their municipal solid waste facility. This would involve working with

hazardous materials and staying on your feet for a work day.

Environmental Conditions

Often involved in handling/packaging of potentially reactive chemical substances (monthly for 2-4 days). Working in an office environment

Sensory Demands

While supporting communities with operations at municipal solid waste sites considerable attention is required while using instruments, possibly in extreme weather conditions and involving unknown chemicals and known dangerous goods (monthly for 2-4 days).

Mental Demands

The incumbent travels to communities (approximately 25% of the time) for various purposes such as inspections, training, project management, operational support and meetings with community government staff/Council and/or consultants/contractors.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of solid and hazardous waste management practices, emergency response issues and procedures to ensure compliance with environmental Acts, regulations, or policies.
- Knowledge of territorial, provincial, and federal environmental legislation, standards/practices, inspection and enforcement programs.
- Knowledge of chemical classification, hazards of chemical classes and the ability to monitor and evaluate environmental consequence of exposure to various chemicals.
- Knowledge of integrated waste management.
- Knowledge of current and emerging waste management practices, policies, principles, trends, technologies and best management practices in Canada, the United States and abroad.
- Operational experience in solid and hazardous waste management would be considered an asset.
- Organizational and time management skills, including the ability to plan, coordinate, prioritize activities, and meet deadlines.
- Communications skills (written and oral) and interpersonal skills to effectively interact with other government agencies, industry, communities, and other stakeholders.
- Ability to work effectively in a team setting.
- Ability to clearly communicate technical information to a non-technical audience.
- Demonstrated proficiency in use of word processing and spreadsheet software (e.g. Microsoft Word and Excel).
- Ability to work in a cross-cultural environment to interact positively with community residents and decision-makers.

Typically, the above qualifications would be attained by:

A Bachelors Degree from an accredited university in an applicable science discipline or a relevant engineering degree, with at least threeyears experience in waste management with an emphasis on hazardous waste management. Equivalent combinations of education and experience will be considered.

Relevant experience with both government and private industry would be an asset.

ADDITIONAL REQUIREMENTS

A valid Class 5 NWT driver's license is required.

Position Security (check one)

- ☒ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below) Level required for this Designated Position is:
 - ☐ ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - READING COMPREHENSION:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - WRITING SKILLS:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred