



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Project Manager, Contaminated Sites	
Position Number	Community	Division/Region
23-14295	Yellowknife	Environmental Protection & Waste Management/HQ

PURPOSE OF THE POSITION

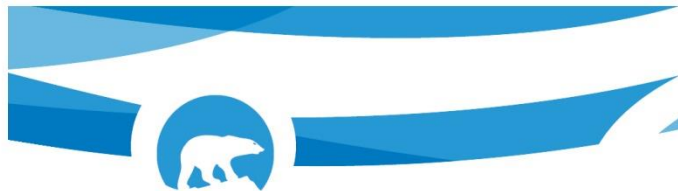
The Project Manager, Contaminated Sites (Project Manager) is responsible and accountable for managing and coordinating contaminated sites projects for the Contaminated Sites Program (CSP).

SCOPE

Located in Yellowknife and reports to the Senior Project Manager, Contaminated Sites (Senior Project Manager). The Project Manager is responsible for preparing, implementing and managing contracts associated with the assessment, remediation and monitoring of contaminated sites projects. The Project Manager leads projects with many competing priorities and interests, coordinating efforts and managing risk, cost, and expectations throughout the process to ensure that shared closure goals are met and supported by all partners involved.

The incumbent is responsible for managing projects worth up to \$5 million. Occasionally the incumbent may be assigned to participate in projects larger than \$5 million or complex or specialized projects requiring a unique management structure. The Project Manager has authority to initiate contracts up to \$100,000 in value and to approve contract performance up to \$250,000.

The Department of Environment and Climate Change (ECC; Department) is mandated to promote and support the sustainable use and development of natural resources and to protect, conserve and enhance the NWT environment for the social and economic benefit of all NWT residents. Natural resources include both renewable and non-renewable resources. To achieve this mandate, ECC promotes sustainable development of renewable resources in a diverse environment, and the sustainable use and conscientious protection of NWT land, water, and resources, as they are integral to the economic, cultural and social fabric of life in the NWT. ECC is committed to ensuring an inheritance of a healthy environment for future generations and works to balance traditional lifestyles with a modern economy.



The Department promotes management that recognizes the interconnectedness of activities. Collaboration, coordination, cooperation and communication are expected to occur at all levels in the organization. The Department is committed to working in partnership with other GNWT departments to achieve government-wide objectives.

The Contaminated Sites Program is the program through which the GNWT assesses, remediates and monitors contaminated sites that are the responsibility of the GNWT. Contaminated sites are areas of land or water where chemical or physical hazards exist that pose, or are likely to pose a risk to human health or the environment or where contamination exceeds specific levels under environmental standards or guidelines. Contaminated sites that are the responsibility of the GNWT are recorded on the GNWT Environmental Liabilities List. There are approximately 215 sites on the Environmental Liabilities List which are in various stages of assessment, remediation and monitoring and are estimated to be \$95.6 million, of which ECC's liability is \$67.6 million. Through the program, the Contaminated Sites Section ensures that contaminated sites are consistently managed to reduce risk to people and the environment.

With Devolution, the GNWT became the steward of resources on public lands throughout the territory. This included taking responsibilities for an additional 1438 waste sites (i.e. sites that are contaminated, sites undergoing remediation, or sites that may become contaminated). These sites include sites such as abandoned mine and exploration sites and abandoned oil and gas sites. These sites are considered high risk sites because of the scale and complexity, the cost to remediate them, and the level of unknown site conditions, especially those underground that are more difficult to assess. The work of the Section directly contributes to supporting the GNWT's position on whether to accept these sites and to providing technical information to be able to negotiate with Canada.

The Project Manager is responsible and accountable for three main areas, including:

- Managing the delivery of Phase I/II/III Environmental Site Assessments (ESAs), site-specific risk assessments, remedial action plans, monitoring plans and other projects;
- Performing contract administrative functions including preparing scopes of work and contracting documents, administering project contracts, and managing contractors to successfully complete projects; and
- Preparing annual project work plans, project timelines, budgets, and providing updates on contaminated sites and remediation projects.

The Project Manager is required to work concurrently on many projects and initiatives of varying sizes and complexity with competing deadlines.

The Project Manager must foster and maintain positive stakeholder relationships through working with GNWT, other provincial/territorial governments, federal government departments, Indigenous governments and Indigenous organizations, communities, environmental non-government organizations (ENGOS), academic institutions and regulatory



authorities (e.g., Mackenzie Valley Land and Water Board). The incumbent will be managing a variety of consultants and contractors and must also foster and maintain positive working relationships between the GNWT, contractors/consultants and project stakeholders.

Work is performed under the direction of the Senior Project Manager, Contaminated Sites, however, the Project Manager has independent authorities related to project contract administration functions such as approval of contract initiation (up to \$100,000), progress claims (up to \$250,000) and project deliverables.

RESPONSIBILITIES

1. Manages the assessment, remediation and monitoring of contaminated sites projects in accordance with environmental legislation, regulations and guidelines; the Public Sector Accounting Standards; GNWT policies; and standard project management principles.

- Prepares contracting packages, scope of work statements, tender documents and requests for proposals for Phase I/II/III ESAs, site-specific risk assessments, remedial action plans, remediation projects and monitoring programs for priority sites.
- Evaluates and selects contractors to undertake site assessments and remedial work.
- Manages contaminated site assessment, remediation and monitoring contracts to ensure work is completed according to contract requirements for projects up to \$5M.
- Establishes work plans, priorities, milestones, budgets and schedules for assigned contaminated sites projects.
- Reviews contractor invoices and recommends contract payments. Approves invoices and contract payments within position authorities (\$250,000) and makes recommendations for approvals outside of position authorities.
- Reviews proposed scope changes; and prepares contract amendments and change orders for review and approval within signing authority (\$100,000) and makes recommendations for approvals outside of position authorities.
- Monitors status of projects by coordinating project review meetings and on-site inspections to verify that assessment, remediation, closure and post-closure work is progressing satisfactorily.
- Reviews project deliverables to ensure they are technically sound and meet contract and project requirements.
- Works closely with the project team including contractors to settle contract disputes.
- Works with the Regulatory and Engagement Advisor to ensure that proper permits and licences are obtained for all project work.
- Supports the Regulatory and Engagement Advisor with leading engagement and consultation activities with other GNWT departments, other provincial/territorial departments, federal government departments and municipal governments, Indigenous governments and Indigenous organizations, communities and other clients, partners and stakeholders on work being conducted on contaminated sites.



- Completes post-closure project evaluations to determine potential areas for project delivery improvements and makes recommendations.
- Adheres to implemented accountability, monitoring, performance measurement and reporting frameworks.

2. Plans, organizes, and conducts complex, multi-disciplinary, contaminated site related initiatives across the GNWT.

- Leads multidisciplinary project teams and working groups composed of people from other areas of the department, other departments, federal and municipal governments, Indigenous governments and Indigenous organizations, and other clients, partners and stakeholders on work being conducted on contaminated sites.
- Plans, manages and completes contaminated sites projects and programs associated with the Devolution Agreement, self-governance negotiations, inter-departmental and inter-governmental working groups.
- Participates in the provision of advisory services and briefing notes to assist senior management on contaminated sites issues.
- Prepares reports, briefing materials and Ministerial correspondence for senior management.
- Participates in multi-disciplinary teams and working groups to align contaminated sites projects with GNWT priorities.
- Provides technical advisory services and conducts research when required to support the Policy Advisor with the development and implementation of contaminated sites policies and procedures.
- Assists with the development of position papers to form the GNWT's negotiation position for waste sites under the Devolution Agreement.

3. Prioritizes and determines funding requirements for contaminated site projects.

- Assesses and prioritizes sites according to risk, costs and public concerns.
- Leads the collection and analysis of site data to support project prioritization.
- Prepares cost estimates and reviews funding requirements for contaminated sites projects.
- Prepares estimates for project staffing and resource needs.
- Prepares Financial Management Board submissions to secure funding for high priority sites.
- Communicates the risks and concerns associated with sites to senior management.

4. Provides project management advisory services to assist in decision-making.

- Provides technical and project management services to assist other departments with developing, reviewing and managing Phase I/II/III ESAs, site specific risk assessments, remediation action plans, contract specifications, monitoring plans, and remediation projects.



- Participates in multi-disciplinary project teams and working groups.
- Participates in self-government negotiation working groups to provide technical advice related to contaminated sites.
- Develops and maintains a consultative network with GNWT staff, federal and municipal government, Indigenous governments and Indigenous organizations, ENGOs and other clients, partners and stakeholders.
- Assists with negotiations, reporting, and funding by preparing technical documents and recommendations.

5. Manages projects compliance with governing authorities.

- Identifies opportunities to achieve GNWT policy objectives throughout all stages of project planning and implementation, (particularly Business Incentives, Local Accommodation, Local and Northern involvement policies) and takes actions to achieve policy objectives.
- Ensures consultant and contractor compliance with all the applicable and governing codes, permits, directives, regulations, and GNWT technical standards and guidelines and takes action when in default.
- Ensures all necessary permits and licences are applied for and obtained prior to project initiation.
- Ensures that projects maintain compliance with all necessary permits and licences and takes action when in default.
- Responds to questions and requests from governing authorities and regulatory bodies as required.

6. Develops and maintains qualifications in professional, technical and administrative areas.

- Attends and/or completes seminars, meetings, formal course and other trainings.

WORKING CONDITIONS

Physical Demands

Fieldwork requires the incumbent to walk over uneven ground and perform some stooping, lifting, and carrying of soil and/or water samples (up to 50 pounds) during site visits to contaminated sites. Site visits will account for approximately 25% of the incumbent's time.

Environmental Conditions

The incumbent will experience a full range of northern climate weather conditions, and may occasionally encounter wildlife.

On project sites, there is exposure to dust, dirt, toxins and chemicals, and fumes, and the incumbent will be required to use appropriate personal protective equipment (PPE) to prevent injury or contamination to skin, clothing, eyes and lungs. The incumbent will also be required



to enter confined spaces located at abandoned mine sites, and will be required to implement required confined-space training and mine health and safety training around physical hazards such as unstable buildings and underground mine workings.

The incumbent will also be required to visit abandoned oil and gas sites and secure, maintain and implement oil and gas health and safety training around orphaned and abandoned wells and associated infrastructure. This includes awareness, identification and mitigation of physical hazards such as unstable buildings, oil and gas related infrastructure and sumps. Due to the nature of oil and gas activities, fieldwork risks include the potential for exposure to highly toxic hydrogen sulfide gas (sour gas), and acid gas (combination of H₂S and CO₂).

Sensory Demands

The incumbent uses sight, smell and touch simultaneously when performing site visits. When conducting site visits to abandoned mine sites and oil and gas sites, the incumbent needs to maintain a heightened level of awareness of their surroundings to reduce the risks associated with unstable buildings and ground conditions, falling objects and structures, hazardous chemicals from tailings, hazards from exposure to hydrogen sulfide gas and to prevent potential encounters with wildlife.

Mental Demands

Travel is required for field work and community visits to meet with senior community officials and members of the public to present on project activities and conduct engagement sessions. When traveling to communities for field work, meetings and engagement sessions, the incumbent travels away from Yellowknife and will account for approximately 25% of the incumbent's work time. The incumbent is required to spend a few days in remote camps. Travel to and from sites may involve trucks, snow machines, boats, or small aircraft.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of theories, principles, methods, techniques and practices related to Phase I/II/III ESAs, environmental monitoring, site specific risk assessment, and remedial action plans.
- Knowledge of project delivery, including planning and executing risk-based remediation approaches that address technical, regulatory, and stakeholder considerations.
- Analytical skills with the ability to quickly assess issues and propose practical solutions.
- Knowledge of scientific principles in soil science, geology, hydrogeology, biochemistry, toxicology and microbiology and how they impact contaminated sites.
- Knowledge of techniques, principles and practices of contract and project management.
- Knowledge of requirements to obtain permits and licences for undertaking assessment and remedial work on contaminated sites in the NWT.
- Knowledge and understanding of the *Environmental Protection Act*, the *Waters Act*, the *Environmental Rights Act*, the *Public Land Act*, the *Species at Risk Act*, the *Wildlife Act*, the



GNWT Public Health Act, the Mackenzie Valley Resource Management Act, the NWT Safety Act, the Mine Health and Safety Act, the NWT Oil and Gas Operations Act and regulations, the Canada Oil and Gas Operations Act and regulations, the Northwest Territories Lands and Resources Devolution Agreement, the Archaeological Sites Act, the NWT Environmental Guideline for Contaminated Site Remediation and the Canadian Council of Ministers of the Environment (CCME) Canadian Environmental Quality Guidelines, and the Government of the Northwest Territories Approach to Contaminated Sites Management, and ability to analyze, evaluate and interpret a wide range of information including legislation, policies, provincial/territorial/federal and departmental initiatives.

- Knowledge of the department's legislative mandate, policies, objectives, organizational structure, and programs.
- Knowledge of Indigenous rights, interests, and engagement processes, and the ability to integrate Indigenous perspectives into project planning, decision-making, and partnership approaches.
- Analytical skills, and the ability to analyze critically and suggest viable options with recommended means of action, sometimes in a short time frame.
- Research skills, and the ability to critically assess and make sound decisions.
- Interpersonal and communication skills including oral, written, presentation and facilitation skills to effectively communicate, interact, and work with individuals and groups.
- Organizational and time management skills, including the ability to plan, coordinate, prioritize activities and meet deadlines, sometimes in a short time frame.
- Computer software skills, including but not limited to spreadsheets, Word documents, databases, PowerPoint.
- Ability to develop work plans, budgets, timelines, and annual reports.
- Ability to work cooperatively with others, to be part of a team, to work together, ability to coordinate teams and manage stakeholder input to achieve project objectives.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

An undergraduate degree from an accredited university in an applicable engineering, geology, geoscience field or an applicable environmental science field, and with three years (3) of relevant experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

- A valid driver's license.

- Certification as a Project Management Professional (PMP) would be an asset. For those applicants who do not have it, you will be required to obtain it within 18 months of hire.
- Ability to obtain and maintain H2S Alive certification.

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