



IDENTIFICATION

| Department | Position Title | |
|--------------------------------|-----------------------------|--|
| Environment and Climate Change | Manager, Contaminated Sites | |
| Position Number | Community | Division/Region |
| 23-14491 | Yellowknife | Environmental Protection & Waste Management/HQ |

PURPOSE OF THE POSITION

The Manager, Contaminated Sites (Manager) is responsible for managing the Government of the Northwest Territories' (GNWT's) Contaminated Sites Program (CSP) and for leading work related to waste sites under the Northwest Territories Land and Resources Devolution Agreement (Devolution Agreement).

SCOPE

Located in Yellowknife and reports to the Director of the Environmental Protection and Waste Management Division (Director), the Manager, Contaminated Sites is responsible and accountable for the GNWT's Contaminated Sites Program, including managing contaminated sites that are the responsibility of the Department of Environment and Climate Change (ECC), which is currently at \$67.6 million and developing policies and processes on how the GNWT manages its liabilities. The Manager is also responsible for leading work related to waste sites that were transferred to the GNWT through the Northwest Territories Devolution Agreement. The incumbent manages a diverse team of technical, regulatory and engagement, and project managers in the Contaminated Sites Section (Section), including a total of five direct reports and three indirect reports. The Manager has the authority to initiate contracts up to \$500,000 in value and to approve contract performance up to \$1,000,000.

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

- Overseeing the planning, assessment, remediation and monitoring of a wide-variety contaminated sites projects throughout the NWT from start to finish and through to long-term post closure monitoring;
- Leading work to support waste sites negotiations under the Devolution Agreement; and
- Managing the GNWT Contaminated Sites Program, including developing policies and processes that impact all GNWT departments.

The Manager is required to work concurrently on many projects and initiatives of varying sizes and complexity with competing deadlines. This includes a wide variety of activities that can involve competing interests and may be politically sensitive as they could have economic impacts to NWT businesses and Indigenous businesses.



The Manager is responsible for fostering and maintaining positive stakeholder relationships through working with GNWT Departments, other provincial/territorial departments, federal government departments, Indigenous governments and Indigenous organizations, communities, and academic institutions and regulatory authorities. The ability to manage and resolve conflict and establish effective partnerships will minimize political feedback and maintain positive relations with these stakeholders. Sound judgement, diplomacy and tact are required in interactions with partners and stakeholders and when speaking on behalf of the GNWT.

The work of the Manager is performed under the general direction of the Director, however, the Manager has independent authorities as it relates to the initiation and approval of project contracts.

RESPONSIBILITIES

1. Directs and monitors the initiating, planning, implementation, completion, and post-completion monitoring phases of contaminated sites projects throughout the NWT in accordance with environmental legislation, regulations and guidelines; the Public Sector Accounting Standards; GNWT policies; and standard project management principles.

- Leads risk ranking exercises to prioritize contaminated sites for action including assessment, remediation, and/or monitoring.
- Directs the preparation and review of project plans, contracting packages, scope of work statements, tender documents, and requests for proposal for contaminated sites projects including Phase I, II and III Environmental Site Assessments, site-specific risk assessments, remedial action plans, remediation projects and monitoring programs.
- Ensures that project plans meet NWT and federal environmental codes, standards and guidelines such as 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.
- Ensures that contaminated sites project plans and liability estimates meet the Public Sector Accounting Standards (Section PS 3260 – Liability for Contaminated Sites) and defends the project plans and budgets to the Office of the Auditor General of Canada.
- Ensures that project plans are developed in accordance with the *Government of the Northwest Territories Approach to Contaminated Sites Management* (Approach Document) and the policies and processes that support the Approach Document.



- Directs the preparation of regulatory applications and required supporting documentation to ensure that projects meet regulatory requirements.
- Directs the preparation of funding applications and required supporting documentation to ensure that programs and projects meet funding requirements.
- Oversees the evaluation of proposals and tenders submitted by consultants and contractors; and analyzes capabilities of consultants and contractors.
- Awards service and construction contracts within signing authority (\$500,000) and recommends award of contracts that exceed authority.
- Monitors status of projects by periodically accompanying senior project managers, project manager and/or project officer to meetings with consultants and contractors, project review meetings and on-site inspections to verify that assessment, remediation, closure and post-closure work is progressing satisfactorily.
- Resolves disputes between senior project managers, project manager and/or project officer and consultants and/or contractors.
- Authorizes requests for contract payment from consultants and contractors within signing authority (\$1,000,000) which have been reviewed by the senior project managers, project manager and/or project officer, and recommending contract payments to the Director that exceed signing authority.
- Reviews proposed scope changes, contract amendments and change orders for review and approval. Approves scope changes, contract amendments and change orders within position signing authorities (\$500,000) and makes recommendations for approvals outside of position signing authorities.
- Provides oversight to Senior Project Managers, Project Manager and the Project Officer to ensure:
 - Contracts to complete projects are awarded as per the GNWT's procurement processes;
 - Projects are conducted in accordance with contract specifications; and
 - Projects are successfully executed, appropriately risk managed and technically sound by utilizing project management principles and practices.
- Evaluates opportunities where cost sharing/savings between projects may be applied and implement where practical.
- Represents ECC and other GNWT departments as the proponent for contaminated sites projects within regulatory processes including technical sessions, public hearings and other regulatory proceedings.
- Directs the development and implementation of project specific engagement and consultation activities and initiatives with Indigenous governments and Indigenous organizations, communities and stakeholders to ensure Northern benefits related to contaminated sites projects and programs are maximized.
- Directs the development and implementation of accountability, monitoring, performance measurement and reporting frameworks to measure and report on project performance and achievement of goals and objectives in accordance with project



management principles and practices. The information is used by members of the project team to successfully complete major projects within established timeframes, allocated resources and budgets.

- Ensures that community officials are regularly advised of the status of projects in their community.

2. Leads work related to waste sites under the Devolution Agreement and provides advice to senior management to minimize future environmental and financial liabilities for the GNWT.

- Provides expert advice to senior management to support the GNWT's work and negotiations with the Government of Canada on waste sites under the Devolution Agreement.
- Leads the development of position papers to form the GNWT's negotiation position for the following waste sites under the Devolution Agreement:
 - Warranties for 17 sites that were remediated including any additional long-term monitoring that may be required and/or long-term funding agreements to support future work;
 - Final responsibilities and financial liabilities related to six abandoned mine and exploration sites; and
 - Final responsibilities and financial liabilities of 99 contaminated sites from the Government of Canada to the GNWT that are currently undergoing remediation or will be remediated.
- Leads the GNWT's involvement on the intergovernmental Waste Sites Management Committee to ensure that the GNWT's interests with respect to contaminated site management through the Devolution Agreement are represented.

3. Manages and leads the development and implementation of programs, policies and processes related to contaminated sites across the GNWT and provides advice to GNWT to reduce their environmental liabilities.

- Leads the development of GNWT-wide policies and procedures in contaminated sites management to ensure a consistent approach is applied across the GNWT in the prevention, management and monitoring of GNWT contaminated sites.
- Leads the development and implementation of policies and procedures that impact all GNWT departments that have responsibilities for contaminated sites as a proponent.
- Manages the development, implementation, and evaluation of policies and procedures that are the responsibility of ECC to put into practice the GNWT's Approach to Contaminated Sites Management.
- Provides expert advice, recommendations and assistance to other ECC divisions and GNWT departments related to the prevention and management of contaminated sites including those on the Environmental Liabilities List, self-government negotiations sites, and third-party operating sites.



- Leads ECC's work and participation on inter-departmental and inter-governmental self-government negotiation working groups to ensure that contamination issues related to sites that may be transferred between governments, are managed through appropriate GNWT policies.
 - Provides expert advice to other GNWT departments as a proponent for contaminated site programs and projects within regulatory processes.
 - Facilitates the involvement of various GNWT departments and other training organizations to maximize training, hiring and procurement opportunities.
 - Monitors developments in project management, cost estimating, construction methods, logistics, scheduling, project delivery strategies and other relevant areas to stay current and introduces process changes or new processes to continually improve the efficiency and effectiveness of the section.
- 4. Provides accurate and timely advice and recommendations to senior managers, Minister, Standing Committees, and Committees of Cabinet as required.**
- Provides accurate and timely advice and recommendations on information requests as they arise.
 - Provides advice and assistance to ECC senior managers and the Minister on issues as they pertain to contaminated sites prevention, management, and monitoring.
 - Provides briefings as required for internal and external meetings.
 - Recommends options, goals, and objectives for the prevention, management and/or monitoring of contaminated sites in the NWT.
 - Prepares executive documents (i.e., briefing notes, ministerial letters, and decision papers) for consideration and approval.
 - Recommends and implements program strategies, policies, goals and objectives for departmental, interdepartmental and intergovernmental initiatives dealing with contaminated sites.
 - Keeps the Director apprised of key issues as they emerge.
- 5. Represents ECC and the GNWT on interdepartmental and intergovernmental committees and working groups to ensure departmental and GNWT objectives and priorities are represented.**
- Leads work being completed by the GNWT's interdepartmental Contaminated Sites Working Group to ensure that work related to contaminated sites is applied consistently and effectively across the GNWT.
 - Oversees research, information analysis, and development of proposed recommendations for approval by GNWT senior management for contaminated site related issues identified through interdepartmental and intergovernmental committees such as the Waste Sites Management Committee and self-governance negotiation working groups.



- Provides regular progress updates on ECC led contaminated site projects and activities to the Waste Sites Management Committee.
- Responds to requests from regulatory authorities to ensure that the GNWT maintains regulatory compliance as required for contaminated site projects.
- Participates as the NWT jurisdictional representative on federal, provincial and territorial working groups and/or committees on contaminated sites, reviews documents and provides recommendations to ensure that the objectives and priorities of the GNWT are represented.

6. Manages the human and financial resources of the Contaminated Sites Section including staff development and managing budgets to contribute to overall ECC and GNWT fiscal stability.

- Develops and implements short and long-term work plans and business plans.
- Determines the sequencing of activities so that the portfolio of active projects is optimized to achieve economies of scale, cost efficiencies, optimum utilization of the section's human resources and considers socioeconomic capacity (contractor capacity, logistics and other factors).
- Develops and submits applications for funding requests through the Environmental Liabilities Fund for various contaminated sites projects.
- Adjusts workloads and priorities as needed to ensure that the section is meeting its mandate and divisional, departmental and GNWT objectives.
- Provides supervision, guidance, and support to staff and ensures that they have the training and professional development needed to complete their jobs.
- Provides staff with ongoing and regular feedback including holding regular sectional meetings and one-on-one meetings when needed.
- Prepares job descriptions and initiates and completes staff hiring as needed.
- Works with section staff and completes annual staff performance evaluations in a timely manner.
- Completes variance reports accurately and on time and makes corrections when needed.

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 a broad range of contaminated site prevention, management and monitoring theories and practices.
- Knowledge of the development, implementation, and evaluation of strategies, policies, and programs for contaminated sites management, especially those in a northern environment, including those in small and remote communities.



- Knowledge of theories, principles, methods, techniques and practices related to Phase I/II/III Environmental Site Assessments, environmental monitoring, site specific risk assessments, remedial options analysis and remedial action plans.
- Knowledge of environmental review and assessment processes and environmental federal and territorial legislation, regulations and guidelines applicable to the NWT.
- Knowledge of scientific and engineering 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 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 as publicly available.
- Knowledge of the political, social, economic and cultural context of the North.
- Research and analytical skills, and the ability to assess and make sound decisions with respect to contaminated sites prevention, management and monitoring issues.
- Leadership and interpersonal skills to effectively manage teams.
- Organizational and time management skills, including the ability to plan, coordinate, prioritize activities, and meet deadlines, sometimes within a short timeframe.
- Communication skills (written and oral) and interpersonal skills to effectively interact with other government agencies, Indigenous governments, Indigenous organizations, industry, municipalities, environmental organizations, and the public.
- Computer software skills, including but not limited to spreadsheets, Word documents, databases, PowerPoint.
- Ability to manage politically sensitive and controversial matters with sensitivity, tact, and diplomacy.
- Ability to work both as a team member and independently with minimal supervision.
- Ability to effectively represent the Department and its position accurately and professionally.
- Ability to build and maintain a good working relationship with colleagues throughout the GNWT, and with partners of other governments and organizations.
- 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, or applicable environmental science field, and certification as a Project Management Professional (PMP), with a minimum of five (5) years of relevant experience, including one (1) year in a supervisory role.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

- Eligibility for membership with the Northwest Territories and Nunavut Association of Professional Engineers and Geoscientists (NAPEG), or other relevant professional designation as applicable.
- A valid driver's license.
- 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