



IDENTIFICATION

| Department | Position Title | |
|--------------------------------|-------------------------------------|--|
| Environment and Climate Change | Project Officer, Contaminated Sites | |
| Position Number | Community | Division/Region |
| 23-16195 | Yellowknife | Environmental Protection & Waste Management/HQ |

PURPOSE OF THE POSITION

The Contaminated Sites Project Officer (Officer) is responsible and accountable for supporting contaminated sites projects for the Contaminated Sites Program (CSP).

SCOPE

The Officer is located in Yellowknife and reports to the Senior Project Manager, Contaminated Sites (Senior Project Manager). The Officer supports the preparation, implementation and management of contracts associated with the assessment, remediation and monitoring of contaminated sites projects. The Officer is also responsible for managing research studies and smaller-scale contaminated sites projects. The incumbent manages the completion of projects up to \$1 million from the Environmental Liabilities Fund and/or other funding sources. Occasionally the incumbent may be assigned to participate in projects larger than \$1 million or complex or specialized projects requiring a unique management structure. The Project Officer has authority to initiate contracts up to \$50,000 in value and to approve contract performance up to \$100,000.

The Department of Environment and Climate Change (ECC) 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 which 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 may be found at locations throughout the NWT. The GNWT has the responsibility of supporting the sustainable use of land by ensuring that environmental conditions are known and impacts to the land are prevented, monitored and mitigated to maintain ecological integrity and biodiversity. With Devolution, the GNWT became the steward of resources on public lands throughout the territory. This included taking responsibilities for additional contaminated sites including abandoned mine and exploration sites, abandoned oil and gas sites, and other abandoned third-party operated contaminated sites. Through the program, the Contaminated Sites Section ensures that contaminated sites are consistently managed to reduce risk to people and the environment, and to reduce the GNWT's environmental liabilities.

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. These sites are also tracked through the public facing GNWT Environmental Liabilities Dashboard. The Contaminated Sites Section is responsible for providing guidance and reviewing updates to the Environmental Liabilities List and the GNWT Environmental Liabilities Dashboard to ensure consistency of information and to support annual audits conducted by the Office of the Auditor General of Canada.

Assessing, remediating and monitoring contaminated sites is guided by the GNWT's Approach to Contaminated Sites Management (ACSM). The GNWT determines remediation approaches based on land use, the feasibility of remedial technologies, cost, and public and regulatory acceptance. Remediation is guided by the applicable environmental standards and legislative requirements. The GNWT has adopted a risk-based approach to the management of contaminated sites. The objectives of a risk-based environmental management approach are to assess risks to human health and the environment and to implement risk management solutions considered to be protective of those risks. This involves identifying the contaminants of concern, identifying potential receptors, determining potential exposure pathways, and estimating the level of risk based on the pathways. In addition, the risk-based approach implies a prioritized allocation of resources within the GNWT. The risk-based approach incorporates several components including site identification and characterization, detailed site investigations and risk assessment, evaluation of different risk management strategies, implementation of a selected management strategy, assessment and monitoring.



The Officer supports the delivery of large, complex remediation projects led by the Sr. Project Managers and Project Manager and leads the implementation of small-scale assessment, remediation and monitoring projects. To lead the implementation of small-scale projects, the Officer develops and implements project management plans using accepted project management principles. The position will manage third party consultants and multidisciplinary teams in order to complete projects. Working with the Senior Project Manager and Project Manager, the position develops and implements accountability, monitoring and evaluation processes to measure and report on project performance and the achievement of goals and objectives.

The Officer has knowledge and understanding of new research, investigative and analytical techniques, methodologies and processes to keep up-to-date on new contaminants and respond to increasing demands for contaminated site project services. The position also provides professional, technical and scientific support, consultation, information and advisory services on assigned contaminated sites activities and remediation projects.

The Officer will assist the Project Manager and Senior Project Managers to prepare annual work plans, project timelines, budgets and provide updates on contaminated sites assessment, remediation and monitoring projects as requested. The position will also contribute to working groups in the completion of research to support the development and implementation of contaminated sites policies and procedures.

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

The Officer must foster and maintain positive stakeholder relationships through working with GNWT, other provincial/territorial governments and 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).

A variety of duties are assigned to the Officer and the Officer works regularly with the Contaminated Sites Section staff to assess and prioritize projects in order to achieve a successful outcome.

RESPONSIBILITIES

1. Manages the assessment, remediation and monitoring of small-scale contaminated site projects.

- Prepares contracting packages, scope of work statements, tender documents and requests for proposal for Phase I, II and III ESAs and monitoring programs for priority sites.
- Evaluates and selects contractors to undertake site assessments and monitoring work.



- Manages contaminated site assessment, remediation and monitoring contracts to ensure work is completed according to contract requirements.
- Establishes work plans, priorities, milestones, budgets, and schedules.
- Reviews contractor invoices and recommends contract payments.
- Reviews proposed scope changes and prepares contract amendments and change orders for review and approval. Approves invoices and contract payments within position authorities and makes recommendations for approvals outside of position authorities.
- Ensures proper permits and licenses are obtained for all work completed on contaminated sites.
- Works closely with the project team, including contractors, to settle contract disputes.
- Consults with other departments, federal and municipal governments, Indigenous governments and Indigenous organizations, ENGOs and other clients, partners and stakeholders on work being conducted on contaminated sites.
- Adheres to implemented accountability, performance measurement and reporting frameworks.
- Assists Project Manager with the development, review, and management of more complex environmental projects including Phase I/II/III ESAs, site specific risk assessments, remedial action plans, monitoring plans, and remediation projects.

2. Assists in the planning, organizing and conducting of complex, multi-disciplinary contaminated site assessment, remediation and monitoring projects.

- Assists the Senior Project Manager with preparing 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.
- Participates in the evaluation and selection of contractors to undertake site assessment and remediation work.
- Drafts work plans, priorities, milestones, budgets and schedules.
- Assists the Senior Project Manager with coordinating and organizing work being completed through multidisciplinary project teams and working groups for complex contaminated sites projects.
- Supports the planning, managing and completion of contaminated sites projects and programs associated with the Devolution Agreement, self-governance negotiations, inter-departmental and inter-governmental working groups.
- Assists Project Manager and Senior Project Manager in the preparation of reports, briefing materials and Ministerial correspondence for senior management.

3. Supports the development and implementation of contaminated sites policies and procedures.

- Assists the Program Advisor with research and analysis of contaminated sites policies and programs that exist in other Canadian and international jurisdictions.



- Assists with reviews of policies and procedures to make recommended changes to improve effectiveness and consistency of policies and procedures.
- Assists with reviews and edits of documents for quality, consistency, and appropriate language for the target audience.
- Supports colleagues in representing ECC as the lead department for the interdepartmental contaminated sites working group.

4. Assists with ensuring project 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.
- Drafts applications and supporting documentation necessary for permits and licences required prior to project initiation.
- Assists the Project Manager and Senior Project Managers with ensuring that projects maintain compliance with all necessary permits and licences and takes action when in default.
- Assists the Project Manager and Senior Project Managers with responding to questions and requests from governing authorities and regulatory bodies as required.

5. Assists with prioritizing and determining funding requirements for contaminated site projects.

- Assists the Project Manager and Senior Projects Managers with assessing and prioritizing sites according to risk, costs and public concerns.
- Conducts research to assist the Project Manager with preparing cost estimates and reviewing funding requirements for contaminated sites projects.
- Conducts research to assist the Project Manager with preparing estimates for project staffing and resource needs.
- Drafts Financial Management Board submissions to secure funding for high priority sites.
- Communicates the risks and concerns associated with sites to senior management.

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

- Attends and/or completes seminars, meetings, formal courses, and other training as assigned.



WORKING CONDITIONS

Physical Demands

Fieldwork to conduct visits of contaminated sites may require the incumbent to walk over uneven ground and perform some stooping, lifting, and carrying of light material.

Environmental Conditions

In the field, the work environment varies. The incumbent may be exposed to adverse climatic conditions ranging from extremely hot and dry conditions to very wet or extremely cold conditions. On project sites, there is exposure to dust, dirt, toxins and chemicals, and fumes. When the incumbent performs site visits, additional measures need to be taken to reduce the risk of contamination of skin, clothing, eyes, and lungs.

Sensory Demands

The incumbent uses sight, smell and touch simultaneously when performing site visits, approximately once a month, for 8 hours. Wildlife sightings occasionally occur, depending on location and season. The incumbent must always maintain an awareness of surroundings and ensure that additional measures are taken to reduce the risk of encounters with wildlife.

Mental Demands

Travel is required for field work and may account for approximately 25% of the incumbent's work time. On occasion, 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 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 (NWT) Act*, the *Wildlife Act*, the *GNWT Public Health Act*, the *Mackenzie Valley Resource Management Act*, the *NWT Safety Act*, the *Northwest Territories Lands and Resources Devolution Agreement*, the *Archaeological Sites Act*, and the *GNWT Approach to the Management of Contaminated Sites*.
- Knowledge of theories, principles, methods, techniques and practices related to policy development.

- Knowledge of the department's legislative mandate, policies, objectives, organizational structure, and programs.
- Knowledge of the political, social, economic and cultural context of the North.
- Demonstrated research and analytical skills, and the ability to critically assess and make sound decisions.
- Demonstrated strong interpersonal and communication skills including oral, written, and presentation skills to effectively communicate, interact, and work with individuals and groups. Demonstrated organizational and time management skills, including the ability to plan, coordinate, prioritize activities and meet deadlines, sometimes within a short time frame.
- Excellent computer software skills, including but not limited to spreadsheets, Word documents, databases, and PowerPoint.
- Ability to develop work plans, budgets, timelines, and annual reports.
- Ability to work effectively in a team environment.
- 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, with at least two years of related experience.

Equivalent combination of education and experience will be considered.

ADDITIONAL REQUIREMENTS

A valid driver's licence.

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