



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

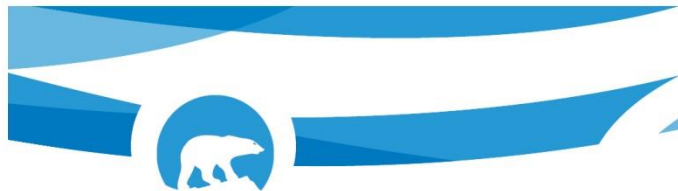
PURPOSE OF THE POSITION

The Project Officer, Contaminated Sites (Project Officer) is responsible and accountable for managing and supporting 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 Officer is responsible for supporting the preparation, implementation and management of contracts associated with the assessment, remediation and monitoring of contaminated sites projects. The Project Officer is also responsible for managing research studies and smaller-scale contaminated sites projects but contributes to larger remediation efforts. The Project Officer supports projects with many competing priorities by helping coordinate activities, track progress, and manage information. They assist in balancing risk, cost, and expectations to help the team achieve shared closure goals. 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; 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 Officer is responsible and accountable for three main areas, including:

- Supporting the delivery of large, complex Phase I/II/III Environmental Site Assessment (ESAs) and remediation projects led by the Sr. Project Managers and Project Manager;
- Leading the implementation of small-scale assessment, remediation and monitoring projects; and
- Conducting contaminated site related research studies and other initiatives to support the Contaminated Sites Program (CSP).

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

The Project 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). 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 Officer has independent authorities related to project contract administration functions such as approval of contract initiation (up to \$50,000), progress claims (up to \$100,000) and small-scale project deliverables.

RESPONSIBILITIES

1. Manages the assessment, remediation and monitoring of small-scale contaminated site 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 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 for projects up to \$1M.
- 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 (\$100,000) 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 (\$50,000) 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, performance measurement and reporting frameworks.
- 2. Assists in the planning, organizing and conducting of complex, multi-disciplinary contaminated site assessment, remediation and monitoring projects.**
- Assists the Senior Project Manager and 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 for review by the Senior Project Manager and Project Manager.
 - Assists the Senior Project Manager and Project Manager with coordinating and organizing work being completed through multidisciplinary project teams and working groups for complex contaminated sites projects.
 - Assists the Senior Project Manager and Project Manager with developing and monitoring project budgets including preparing project cost estimates, tracking project invoices and expenses, and preparing budget reports to satisfy the requirements of the Public Sector Accounting Standards for Environmental Liabilities.
 - 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 Senior Project Manager and 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 Senior Project Manager and Project Manager with ensuring that projects maintain compliance with all necessary permits and licences and takes action when in default.
 - Assists the Senior Project Manager and Project Manager 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 Senior Project Manager and Project Manager with assessing and prioritizing sites according to risk, costs and public concerns.
 - Supports the collection and analysis of site data to support project prioritization.
 - 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 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.
- Strong 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 with two (2) years of relevant experience.

Equivalent combination of education and experience will be considered.

ADDITIONAL REQUIREMENTS

- 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