



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Hazardous Materials Specialist	
Position Number	Community	Division/Region
23-1777	Yellowknife	Environmental Protection & Waste Management/ HQ

## PURPOSE OF THE POSITION

The Hazardous Materials Specialist (Specialist) is responsible and accountable for the development, implementation, and delivery of territory-wide hazardous substance and the hazardous waste management regulations, programs and policies in the Northwest Territories (NWT) pursuant to the NWT *Environmental Protection Act*.

## SCOPE

Based in Yellowknife and reporting to the Manager, Environmental Protection (Manager), the Hazardous Materials Specialist is in the Environmental Protection Section of the Environmental Protection and Waste Management Division. The Specialist is responsible and accountable for managing the NWT's hazardous substances and hazardous waste management programs in the NWT to ensure environmental protection measures adequately protect the land, air, and water resources of the NWT.

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.

Under the mandate of the NWT *Environmental Protection Act* (EPA), the Environmental Protection Section provides advice and assistance to departmental field staff, other departments, outside agencies, industry and the public and has a direct effect on the department and government's ability to deliver effective environmental protection programs and maintain its credibility. The section is also the lead for developing environmental protection programs and policies. Program delivery has a direct impact on the use of public and industry resources.

The Specialist is responsible and accountable for the department's hazardous substance program, which comprises of the management of spills including prevention, preparedness and response as well as the hazardous waste management program. The position is responsible for developing, implementing, revising, and evaluating the effectiveness of programs, policies, guidelines, standards, and regulations related spill management and hazardous waste management under the mandate of the EPA and the associated regulations and guidelines. Other territorial and federal agencies, as well as the Inuvialuit Land Administration (ILA), are also responsible for conducting investigations and monitoring spill cleanups in the NWT.

The Specialist is the GNWT's expert on spill prevention, preparedness and response and works with regional inspectors to ensure that spills are contained and cleaned up to departmental standards. The position is responsible for reviewing spill contingency plans required under the *Spill Contingency Planning and Reporting Regulations*. The position supports inspectors as required and must make decisions and provide direction under circumstances that are often variable, unusual and injurious to life, property, and the environment. During Essential and Emergency Service negotiations, this position is deemed as Emergency in the event of a strike and is expected to be available, ready, and able to work (standby) for an entire work schedule in the event of an emergency.

The Specialist provides technical reviews of submissions and proposals for hazardous waste management for all sectors including Industrial, Commercial, Institutional (ICI), and Municipal to ensure that the Department's environmental protection mandate is effectively maintained. The position ensures that used oil and waste fuel are managed (e.g., storage, handling, and disposal) in a consistent and environmentally sound manner as required by the *Used Oil and Waste Fuel Management Regulations*, as well as other hazardous waste materials. The incumbent monitors hazardous waste management practices and develops training programs to promote and ensure environmental and chemical safety.

There is often a need to work concurrently on several projects and initiatives of varying sizes and complexity with competing deadlines. The Specialist maintains and promotes the framework of accountability for the ultimate disposal of hazardous waste generated and transported throughout the NWT and advises and assists GNWT headquarters on hazardous waste management issues



as they pertain to the protection of the environment.

The Specialist must be able to foster and maintain positive stakeholder relationships through working with GNWT, other provincial/territorial departments, federal government departments, and land and water boards in the NWT. The incumbent is appointed as an Inspector pursuant to the EPA.

## **RESPONSIBILITIES**

### **1. Develops, plans, coordinates, and implements the spill prevention, preparedness and response program.**

- Manages the operation of the NWT/Nunavut 24-Hour Spill Report Line on behalf of the GNWT.
- Manages the NWT Hazardous Materials Spill Database to ensure that it is accurate and up to date.
- Reviews and evaluates spill contingency plans and amendments submitted by government and industry to ensure compliance with the *Spill Contingency Planning and Reporting Regulations*.
- Supports the Department's response to spills by providing inspectors with expert advice, guidance, and recommendations on response and clean-up activities related to spills to ensure a consistent approach to managing spills across the NWT.
- Provides support to appointed inspectors as required, by responding in-person to major spills, conducting inspections, investigations, and ensuring acceptable response actions are taken by responsible parties.
- Develops, presents, and maintains spill response and investigation training standards with regional offices.
- Provides advice and recommendations to senior management on the technical aspects of spill prevention, preparedness, response, and contingency planning.
- Provides scientific expertise to ECC headquarters and regional staff on hazardous substance issues.
- Provides specialized technical support and expert advice to the Department by identifying the need for regulatory amendments, associated guidelines, policies, and operational procedures.
- Develops legislative proposals, drafts legislative instructions, and prepares background information, briefing documents, and cabinet submissions to support new strategies, regulations, policies, programs, and initiatives that pertain to the spill program.
- Ensures the Division's inventory of spill response equipment is in a state of constant readiness.
- Provides information and prepares and makes presentations to stakeholders.
- Prepares and manages contracts including project budgets, timelines, and deliverables.
- Provides technical support to the Contaminated Sites Specialist, as required.



- Provides emergency services for an entire work schedule during Essential and Emergency Service negotiations.

**2. Develops, plans, coordinates, and implements the department's hazardous waste management program.**

- Maintains, develops, and implements the registration, permitting, and accountability framework for generators, carriers, and receivers of hazardous waste in the NWT.
- Maintains the Hazardous Waste Database for research and trend analysis and provides applicable summaries of database information to government, industry, and the public.
- Works with regional offices to provide the government's response to chemical and waste releases (spills) and provides advice on chemical safety, handling, packaging, transport, and disposal or reuse options to Inspectors appointed under the EPA.
- Makes technical decisions informed by guidelines, regulations, and best practices; and provides advice to residents, communities, and the industrial, commercial and institutional sector regarding the handling and disposal of chemicals and other wastes that are often variable, unusual, and injurious to life, property, and the environment.
- Participates, guides, collaborates, and supports the Department of Municipal and Community Affairs and communities to implement the Clean Up Clean Start Program under the Waste Resource Management Strategy.
- Evaluates licence and permit applications to ensure consistency with current technical and scientific best management practices, policies, strategies, legislation, standards, guidelines, directives, and codes of practice.
- Provides technical assistance to internal GNWT staff and external parties to minimize adverse environmental effects of chemical spills reported to the NWT/Nunavut 24-Hour Spill Report Line, resulting from improper storage or handling and during transport incidents of hazardous waste.
- Develops and delivers hazardous waste management training programs and other supporting resources to government, industry and the public to increase knowledge, skills, and personnel safety and promote environmental protection.
- Develops policies, guidelines, standards, and codes of practice that ensure the effective implementation of the department's hazardous waste management objectives.
- Develops government positions for emerging environmental issues such as those chemicals listed under the toxic substance list of the Canadian *Environmental Protection Act* to meet the department's objectives, and for protection of the environment.
- Conducts inspections and investigations of hazardous waste management facilities to assess their compliance with the *Environmental Protection Act* and associated regulations.
- Develops and delivers chemical safety training, product information and management principles for Household Hazardous Waste (HHW) collection, diversion and removal programs and initiatives to communities when requested.



**3. Coordinates, assists, and undertakes legal investigations and enforcement actions under the EPA related to hazardous substances and hazardous wastes.**

- Works with the Compliance and Officer Services and departmental Inspectors to promote compliance and enforcement of the GNWT hazardous substances and hazardous waste management regulatory frameworks and programs.
- Provides inspection, investigation, and enforcement advice and coordinates activities of Inspectors appointed under the EPA.
- Conducts investigations and enforcement of suspected major environmental offences as required, taking all necessary actions to support prosecutions proceed through the judicial system expeditiously.
- Prepares and/or assists inspectors in the preparation of letters and warnings, according to legislative mandate for the NWT.
- Assists inspectors with the preparation, service, and enforcement of legal orders and directions including prevention, stop and remediation orders, in accordance with provisions of the EPA.
- Assists inspectors with the appeal process.
- Tracks and maintains a listing of costs and expenses incurred by the Department in taking measures under the EPA and initiates the cost recovery process when necessary.
- Maintains in good standing, appointments under the EPA and other environmental legislation as required.

**4. Represents ECC and the GNWT on interdepartmental and intergovernmental committees and working groups to ensure departmental and GNWT objectives and priorities are represented.**

- Conducts engagement and consultation with Indigenous Governments and Indigenous Organizations and key stakeholders (communities, NWT Association of Communities, land and water boards, and industry) on proposed programs and initiatives.
- Participates on interdepartmental and intergovernmental committees and working groups to ensure departmental objectives and priorities are represented.
- Co-chairs the Northwest Territories/Nunavut Spills Working Group.
- Represents the GNWT on various federal, provincial and territorial committees and working groups as assigned (e.g., Canadian Council of Ministers of the Environment).
- Maintains close communications with and provides guidance to regional staff on issues pertaining to their specific region.
- Develops and maintains the hazardous substance and hazardous waste components of the departmental website.

**5. 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**

The incumbent will be required to conduct inspections/investigations of hazardous waste sites/facilities, solid waste facilities, chemical storage, and spill sites. Inspections requires the incumbent to walk over uneven ground and perform some bending, lifting, and carrying of soil and/or water samples during site visits. Site visits will account for approximately 20% of the incumbent's time.

### **Environmental Conditions**

Field work and inspections will expose the incumbent to adverse environmental conditions from open excavations, confined spaces, and hazardous waste sites. Travel to and from sites may involve trucks, boats, and small aircraft.

The incumbent is regularly involved in inspection, handling, and packaging of hazardous chemical substances. For multiple days per week, to a maximum of five weeks per year, the employee could be exposed to substances including toxic and corrosive chemicals that present acute and chronic hazards (such as carcinogens, teratogens, noxious odours, etc.), and require special handling and special personal protective equipment and clothing.

The incumbent will be required to take Workplace Hazardous Materials Information System (WHMIS) training. In addition, the incumbent will also be required to enter confined spaces and will be required to obtain and maintain confined space and H2S Alive certification and training.

### **Sensory Demands**

Field inspections require an acute sense of observation, judgement, and considerable attention to ensure personal safety and that of co-workers. The work includes using instruments, possibly in extreme weather conditions, and involving unknown chemicals and unknown dangerous goods. This exposure can occur for multiple days a week, to a maximum of 5 weeks per year.

The incumbent uses sight, smell and touch simultaneously when performing inspections and conducting site visits. In the field, the incumbent needs to maintain a heightened level of awareness of their surroundings to reduce the risks associated with physical and chemical hazards.

### **Mental Demands**





During occasional environmental emergencies the incumbent must make decisions under circumstances that are often variable, unusual and injurious to life, property, and the environment.

Travel is required to conduct site inspections and performing site visits. When traveling to communities for field work, the incumbent travels away from Yellowknife and will account for approximately 20% of the incumbent's work time.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of scientific principles in soil science, geology, hydrogeology, ecology, biochemistry, toxicology, and microbiology and how they impact the technologies used to manage hazardous substances and hazardous waste.
- Knowledge of hazardous substances emergency response issues, legal investigation, and law enforcement techniques in order to ensure compliance with GNWT environmental acts, regulations, or policies.
- Knowledge of chemical classification, hazards of chemical classes and the ability to monitor and evaluate environmental consequences of exposure to various chemicals.
- Knowledge of contaminated sites management, including Phase I/II/III environmental site assessment and specific risk assessments, remediation, treatment, and monitoring technologies.
- Knowledge of current and emerging hazardous waste management policies, principles, trends, technologies and best management practices in Canada, the United States and abroad.
- Ability to conduct spill site inspections.
- Knowledge of the *NWT Environmental Protection Act*, *Environmental Rights Act*, *Waters Act*, *Mackenzie Valley Resource Management Act*, *Public Land Act*, *Public Health Act*, *Safety Act*, the Northwest Territories Lands and Resources Devolution Agreement, and the *Archaeological Sites Act*.
- Knowledge of legislative processes including the creation of new legislation and policies.
- Organizational and time management skills, including the ability to plan, coordinate, prioritize activities, and meet deadlines.
- Analytical skills to evaluate project performance against objectives.
- Research and analytical skills, and the ability to assess and make sound decisions with respect to environmental protection issues.
- Communications skills (written and oral) and interpersonal skills to effectively interact with other government agencies, industry, municipalities, Indigenous Governments, Indigenous Organizations, and the public.
- Ability to work effectively in a team setting.
- Ability to clearly communicate technical information to a non-technical audience.
- Ability to deal with individuals with a high degree of tact and diplomacy required.

- Proficiency in the use of word processing and spreadsheet software (e.g., Microsoft Word and Excel).
- 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 a relevant engineering, geology, or geoscience field, environmental science, or relevant science discipline with at least three (3) years of related experience in hazardous substances and hazardous waste management.

Equivalent combinations 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