



IDENTIFICATION

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

PURPOSE OF THE POSITION

The Hazardous Substance Specialist (Specialist) is responsible for the development, implementation and delivery of hazardous substances programs to ensure that environmental protection measures adequately protect the land, air and water resources of the Northwest Territories (NWT) in accordance with *the NWT Environmental Protection Act*, regulations and guidelines and Departmental policies and procedures.

SCOPE

Located in the headquarters in Yellowknife and reports to the Manager, Environmental Protection (Manager), the Hazardous Substance Specialist Yellowknife is responsible for coordinating the government's response to hazardous substance releases (spills), ensuring contaminated sites are remediated to Departmental standards, reviewing spill contingency plans required by the Spill Contingency Planning and Reporting Regulations under the mandate of *the NWT Environmental Protection Act*. The Specialist is also responsible for issuing permits required under *the Pesticide Act*.

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.

Under the mandate of *the NWT Environmental Protection Act*, the Environmental Protection Section (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 guidelines. Program delivery has a direct impact on the use of public and industry resources.

Working in the Environmental Protection Section within the Environmental Protection and Waste Management Division, there is often a need to work concurrently on several projects of varying size. The incumbent is the department's technical expert in spill preparedness and response as well as regulatory management of contaminated site remediation.

The Specialist is appointed as an Inspector under *the Environmental Protection Act, Pesticide Act and Waters Act*, and provides assistance and advice to regional and field staff throughout the Northwest Territories. The Hazardous Substance Programs Specialist assists and advises other staff in the Government of Northwest Territories (GNWT) headquarters on environmental management issues.

The Hazardous Substance Specialist ensures that responsible parties comply with territorial legislation related to spills and contaminated sites. The incumbent must make decisions and provide direction under circumstances that are often variable, unusual and injurious to life, property and the environment.

RESPONSIBILITIES

1. Recommends, plans, coordinates and implements hazardous substances programs and studies.

- Maintains the department's spill prevention and preparedness program by administering the Spill Contingency Planning and Reporting Regulations.
- Reviews and evaluates contingency plans and amendments submitted by government and industry to ensure compliance with the regulations.
- Coordinates the Department's response to hazardous substances releases (spills) by providing Inspectors appointed under *the NWT Environmental Protection Act* with advice and guidance on response, clean up, investigation and enforcement activities.
- Provides support to appointed Inspectors as required, by responding to major spills of hazardous substances, conducting investigations and ensuring acceptable response actions are taken by responsible parties.
- Develops, presents and maintains spill response and investigation training standards for department staff, other Government of the Northwest Territories departmental staff and Aurora College's Environment and Natural Resources Technology Program.
- Leads the drafting of regulations and drafts standards, guidelines, codes of practice and reports relating to the management of hazardous substances.
- Provides advice and recommendations to Division and Department senior staff on the technical and legal aspects of hazardous substances spill prevention, preparedness and response, contingency planning, enforcement and investigation.



- Administers and ensures uninterrupted operation of the NWT 24-Hour Spill Report Line for the whole of the GNWT.
 - Ensures the Division's Hazardous Materials Spill Database of all spills reported in the NWT remains relevant and up to date, conducting database searches and providing database information to government, industry and the public.
 - Maintains the Division's inventory of spill response equipment in a state of constant readiness.
 - Provides information and prepares and makes presentations to government, industry and the public promoting hazardous substances spill prevention, preparedness, response and spill contingency planning.
 - Reviews and evaluates applications for permits under the Pesticide Act; co-ordinates preliminary screening required under the Mackenzie Valley Resource Management Act; and drafts and issues permits.
- 2. Plans and coordinates the delivery of programs to minimize environmental impacts of contaminated sites.**
- Reviews and evaluates, for approval, environmental engineering reports, environmental site assessments and proposed remedial action plans for contaminated sites and clean-up projects.
 - Conducts independent technical field studies, inspections or evaluations of contaminated sites giving consideration to a variety of data sources and taking representative samples, as required.
 - Meets with and provides advice and information to proponents, their representatives (e.g., environmental consultants), other interested groups including Aboriginal organizations, and government agencies regarding technical and legal requirements which must be complied with.
 - Determines whether contaminated sites which have undergone remediation and monitoring, require further work or can be issued a closure letter.
- 3. Represents the Division, Department and Government on various interdepartmental and intergovernmental committees and working groups.**
- Develops and recommends positions on technical issues and ensures GNWT interests are represented at regional and national meetings.
 - Represents the GNWT on various national committees and working groups as assigned (i.e., Canadian Council of Ministers of the Environment Soil Quality Guidelines Task Group developing national soil guidelines and standards, NT/NU Spills Working Group, Federal, Provincial, Territorial Committee on Pest Management and Pesticides).
- 4. Co-ordinates, assists and undertakes legal investigations and enforcement actions under *the Environmental Protection Act, Pesticide Act and Waters Act.***



- Provides investigation and enforcement advice and coordinates activities of Inspectors appointed under *the Environmental Protection Act*, *Pesticide Act* and *Waters Act* as related to hazardous substances and pesticides.
 - Conducts investigations and enforcement of suspected major environmental offences as required, taking all necessary actions to ensure prosecutions proceed through the judicial system expeditiously.
 - 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 Environmental Protection Act and Waters Act*.
 - Maintains in good standing, appointments under *the Environmental Protection Act* and other environmental legislation as required.
- 5. Maintains qualifications in professional, technical and administrative areas by attending and completing seminars, formal training courses and other professional development opportunities as assigned.**

WORKING CONDITIONS

Physical Demands

The position conducts inspections/investigations of hazardous material spills and contaminated sites weekly for two to four hours.

Environmental Conditions

Exposure to sites contaminated with hazardous substances including chemicals, petroleum products and wastes, open excavations, vehicular accidents and unknowns weekly for between two and four hours.

Sensory Demands

Field inspections and investigations demand an acute sense of observation and judgement to ensure personal safety and that of co-workers. This happens weekly for between two and four hours.

Mental Demands

The incumbent must make decisions under circumstances that are often variable, unusual and injurious to life, property and the environment. This happens about two to four hours weekly. Travel and irregular work hours, including weekends may be required without notice.

Two to three times a year, public presentations are made which can be stressful when discussing new policies, strategies or programs with industry, interest groups or the public, particularly on technical or politically sensitive matters.



KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and understanding of hazardous substances management and environmental emergency response issues, legal investigation, and law enforcement techniques to ensure compliance with GNWT environmental Acts, regulations, or policies.
- Knowledge of territorial, provincial, and federal environmental legislation, standards/practices, inspection and enforcement programs, environmental impact review and assessment processes and applicable mandates within and applicable to the NWT.
- Organizational and time management skills, including the ability to plan, coordinate, prioritize activities, and meet deadlines.
- Communications skills (written and oral) and interpersonal skills to effectively interact with other government agencies, industry, municipalities, Aboriginal organizations and the public.
- Ability to work effectively in a team setting.
- Ability to efficiently supervise casual staff and manage financial resources.
- Demonstrated 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:

A bachelor's degree in a relevant engineering or science discipline, with at least three (3) years' experience in hazardous substance management, legal investigation, and law enforcement.

Equivalent combinations of education and experience will be considered.

Relevant experience with both government and private industry would be an asset.

ADDITIONAL REQUIREMENTS

A valid class 5 NWT driver's licence is required.

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