



IDENTIFICATION

Department	Position Title	
Infrastructure	Intern Environmental Analyst	
Position Number	Community	Division/Region
33-15081	Yellowknife	Design and Technical Services/HQ

PURPOSE OF THE POSITION

Under the supervision of the Environmental Analysts, this position will review and assist with the review of environmental impact assessments of Departmental projects and operating procedures; research and prepare environmental reports; assist with the development, implementation, and management of environmental site assessments and remediation projects; assist with implementing and reporting on Departmental monitoring programs; manage a Departmental land reserve and land use permit database; and coordinate Departmental input of land use permit applications to various agencies and boards.

The incumbent will also assist in the management of the unit's information management system and promote the development of environmental awareness and the principals of environmental stewardship and sustainable development in all the Department's activities.

This Internship will provide a graduate of a biology or environmental science program with an understanding of, and practical experience in, handling general environmental issues, projects and reports associated with transportation in the Northwest Territories.

SCOPE

Located in Yellowknife and working with staff from the Environmental Affairs unit, Design and Technical Services Division, and other areas of the Department, this position will contribute significantly to the capacity of Environmental Affairs to maintain an effective Environmental Management System; to administer and/or implement environmental projects; to review and prepare environmental documents; and to handle land use permit applications and land reserves.

RESPONSIBILITIES

- 1. Reviewing and assisting with the review of environmental audits of Departmental facilities, environmental impact assessments of Departmental projects and Departmental operating procedures.**
 - The Intern will assist with the development and provision of recommendations on measures to minimize and mitigate environmental impacts of transportation related development and operating procedures.
 - Example activities: assisting with the development of a waste oil disposal policy at Airport facilities, reviewing a Phase I Environmental Site Assessment.
- 2. Researching and preparing environmental reports and monitoring programs, as well as assisting with the implementation of the Departmental Environmental Management System.**
 - Building upon his/her background in environmental science, the Intern will research, compile and analyze environmental data (e.g. resource and development reports, climate data, soil data, hydrological data, etc.) for consideration in meeting regulatory requirements, planning, pre-design engineering studies, land use permit applications and environmental assessments.
 - The Intern will assist in the preparation of follow-up mitigation measures, guidelines, procedures, policies and practices to enhance environmental protection at Departmental facilities.
 - Example activities: compiling an annual snow data report; compiling a report on the environmental impacts of highway road salt; assisting with the preparation of letters to airport tenants identifying environmental issues of non-compliance; carrying out facility inspections and follow ups to facility status reports.
- 3. Assisting with the development, implementation and management of environmental site assessments, environmental audits and remediation projects.**
 - The duties under this category will develop and enhance the Intern's project management skills from the start to finish of a project. The Intern will assist with the prioritization of Departmental environmental projects, the development of requests for proposals (RFPs), the evaluation of proposals, and project management (including preparing contracts, attending project meetings, reviewing invoices, etc.).
 - Example activity: assisting with the development and management of an RFP for a Phase III Environmental Site Assessment of a Highway Maintenance Camp, Ferry Landing, Quarry Site, or other transportation associated infrastructure.
- 4. Management of a Departmental land reserve and land use permit database.**
 - The Intern will contact various Departmental staff to ensure that lands utilized by the Department have secured land reserves and land use permits.
 - As required, the Intern will update the existing land database.
 - The Intern will work with the Environmental Analyst and the Senior Environmental Affairs Analyst, to enhance usability and access of the database to Departmental staff.

5. Coordination of Departmental response to land use permit applications for various agencies and boards.

- The Intern will coordinate Departmental responses to land use permit applications as they are received.
- With the assistance of the Environmental Analyst, the Intern will also review and provide comments on land use applications from an environmental perspective.

WORKING CONDITIONS

Physical Demands

No unusual demands. Moderate physical exertion 1-2 days per month in winter, and approximately 10 days per month in summer when conducting water quality sampling events.

Environmental Conditions

No unusual demands. May occasionally be exposed to inclement weather during sampling activities.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent may be periodically required to travel to remote sites.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge, skills and abilities brought to the job

- Sound knowledge of environmental science, biology, and field ecology.
- Ability to organize, write and communicate effectively with a wide variety of clients within and outside government.
- Experience with data entry, data verification, graphical and statistical analysis, presentation and computer applications.
- Familiarity with researching, organizing and assessing environmental issues.
- Familiarity of northern environmental issues.
- A valid driver's licence.

Knowledge, skills and abilities gained while doing the job

- Understanding of and ability to assess and analyze data sources for environmental audits, environmental impact assessments, and Departmental operating procedures.
- Working knowledge of the federal and territorial environmental, land regulatory regimes, and contamination guidelines and criteria.
- Familiarity with researching and preparing environmental reports and assisting with implementing and reporting monitoring programs.
- Familiarity with project management of environmental projects.

- Familiarity of the land reserve and land use permit application process at various agencies and boards.
- Knowledge of environmental land issues and implications with settled and unsettled land claims in the Northwest Territories.

Typically, the above qualifications would be attained by:

A Bachelor of Science Degree program with a Biology, Ecology or Environmental Studies major.

ADDITIONAL REQUIREMENTS

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: To choose a language, click [here](#).

Required
 Preferred