

JOB DESCRIPTION

Benchmark Job #050

Ministry: Environment, Lands and Parks
Branch: Waste Management
Location: Prince George

Working Title:
Level:
Classification:

Waste Management Officer
Range 24
Scientific/Technical Officer

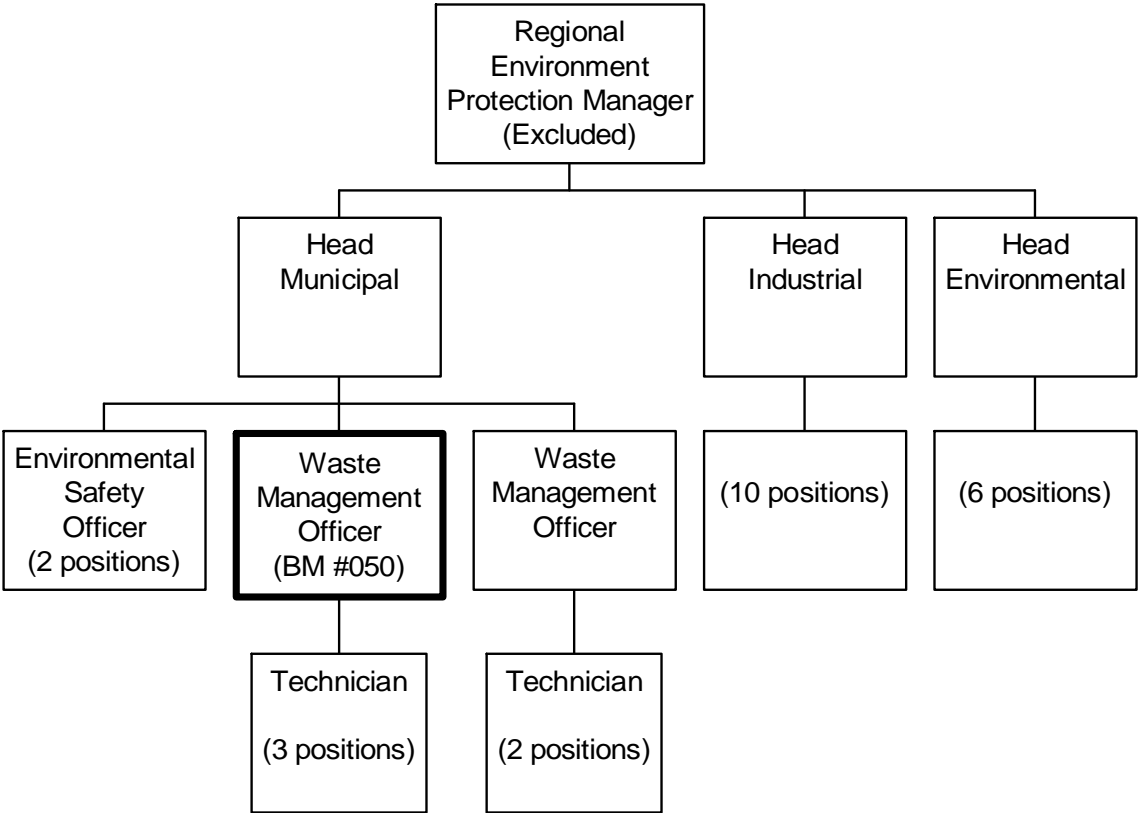
PRIMARY FUNCTION

To supervise the assessment, development and enforcement services for the management of municipal wastes, emissions, special wastes, contaminated sites and waste reduction programs.

JOB DUTIES AND TASKS

1. Supervises the processing of operational certificates, applications for municipal waste management permits, amendments, approvals and orders
 - a. participates in the development and implementation of permit processing systems and clauses
 - b. reviews information on applications and conducts site location assessments where applicable and provides guidance to subordinates on controversial applications
 - c. assesses proposed and existing sites and predicts the impact of discharges on the environment
 - d. coordinates the process to review and assess the integrity and adequacy of proposals from consultants for improvements to existing works or for the development of new treatment works
 - e. negotiates with applicants and/or agents for additional information or modifications to proposed waste control and treatment facilities including monitoring and special waste requirements
 - f. prepares reports with recommendations for granting or refusing permits or operational certificates
 - g. drafts permits and operational certificates specifying requirements, and the quality and quantity of discharge and programs of work to be installed
 - h. assesses information and drafts orders relating to Municipal Section issues
2. Develops and implements waste management plans and programs
 - a. represents the ministry on various committees to develop long range waste management plans
 - b. reviews data submitted by the consultants and makes recommendations to the Section Head
 - c. attends public forums and meetings with other government agencies and public interest groups
 - d. reviews funding assistance requests relating to solid waste reduction programs from governments
 - e. investigates and assesses environment impact of hazardous material spills and makes recommendations on cleanup operations
 - f. participates in the development of standards and monitoring programs for waste discharges
3. Provides advice and information to government agencies, consultants, dischargers and stakeholders
 - a. provides expert advice at appeals, hearings and public information meetings
 - b. develops partnerships with other agencies
 - c. participates in the restriction of special waste generators and carriers including providing advice on manifesting, placarding and disposal procedures
 - d. responds to enquiries and/or complaints from companies, agencies and the general public
 - e. organizes enforcement action on unauthorized municipal discharges and environmental problems
4. Enforces Environmental Management Act, Waste Management Act, Litter Act and related regulations
 - a. investigates violations, collects evidence, issues tickets, and provides expert testimony in court
 - b. provides information to Conservation Officers relating to pending charges
5. Supervises technical support staff (3 FTEs) and performs other related duties
 - a. allocates work, conducts appraisals, takes disciplinary action and assesses training needs
 - b. establishes operational priorities and develops a work plan for the unit
 - c. provides advice to staff on technical, administrative and compliance problems and provides direction on the development of special monitoring and assessment programs
 - d. establishes and monitors work programs for Environmental Youth Corps programs
 - e. attends seminars and conferences and keeps current on environmental management issues
 - f. provides information to management for budget preparation purposes

ORGANIZATION CHART
Benchmark Job #050



REASON FOR CLASSIFICATION

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Job Title: Waste Management Officer

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of municipal waste management to plan and supervise the work of technical staff providing assessment and enforcement services for the management of municipal wastes and to review waste management issues.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to modify approaches to coordinate waste management, assess waste management sites, inspection techniques and determine operational priorities when coordinating regional enforcement services for municipal waste and emissions.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic negotiation skills to gain consensus on controversial waste management plans.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to operate electronic sampling equipment to analyze wastes.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by waste management policies and guidelines, coordinates assessment, development and enforcement services for the management of municipal wastes and emissions, special wastes, contaminated sites and waste reduction programs in the Region.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to assess and recommend funding assistance to municipal governments for solid waste reductions programs.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to operate 4x4 truck and various pieces of sampling equipment in field conditions.</p>	C	15

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise technicians, appraise employee performance and take disciplinary action (3 FTEs).	DE	20
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to enforce regulations to control and reduce municipal waste.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently make sensory observations while inspecting waste management sites and facilities.	C	12
11	PHYSICAL EFFORT Moderate physical effort to occasionally hike and climb with a pack in order to collect effluent samples.	C	12
12	SURROUNDINGS Exposure to all weather conditions regularly with shelter available while inspecting waste sites.	B	4
13	HAZARDS Moderate exposure to hazards from regular exposure to toxic chemicals and hazardous waste.	C	6

Total Points: 831.5

Level: Range 24