

Ministry

Environment and Parks

Describe: Basic Job Details

Position

Position ID

Position Name

Municipal Approvals Engineer

Requested Class

Engineering & Related Level 2

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Regulatory Assurance, South Region, Red Deer

Supervisor's Position ID

Supervisor's Position Name

EPEA Approvals Team Lead

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the EPEA Approvals Team Lead, the Municipal Approvals Engineer is responsible for the technical review and preparation of approvals, registrations, and related authorizations under the *Environmental Protection and Enhancement Act* (EPEA) for municipal water, wastewater and storm drainage systems. The Municipal Approval Engineer's job includes reviewing technical documents to assess and evaluate impacts to human health and the environment for proposed projects, and to make recommendations to the signing director. This role works closely with the Water Act Team, the Compliance Group and the Drinking Water Operations Specialist to ensure regulatory requirements are being met and may be called upon to represent the department at public hearings, provide technical support on appeals, and work on committees with internal and external stakeholders.

The Municipal Approvals Engineer position is highly technical in nature. This role requires proficiency in water, wastewater and storm drainage treatment technologies and principles. In this role, the Municipal Approvals Engineer must demonstrate initiative, creative problem solving and strong and effective communication skills, as they work with municipalities, technical consultants and the public to ensure safe drinking water and protection of the environment.

- Approvals drafted by the Municipal Approvals Engineer set out conditions that regulate the treatment of water and wastewater systems, which has direct impacts on human health and the environment.
- Approvals impact municipal operations by establishing terms and conditions for the release of substances into the environment.
- The work can have considerable financial consequences to the municipality due to the capital and

operational costs of their water and wastewater treatment systems.

- The work also impacts stakeholders including other departments, environmental/community groups and the public.
- Work is performed in accordance with the regulations, policies, standards and guidelines under EPEA
- The Municipal Approvals Engineer collects and organizes input from a wide range of technical and professional resources to address varying issues.
- The work involves considerable interaction with municipal officials and engineering consultants to ensure safe and secure drinking water supply, by clarifying requirements and providing advice.
- The Municipal Approvals Engineer has frequent interactions with the department's technical specialists as well as with other government agencies such as Alberta Health Services, Infrastructure and Transportation, and Environment Canada).

The Municipal Approvals Engineer applies scientific principles to their work as well as working within the purview of the Act and Regulations, taking into consideration health, environmental, economical and social impacts.

Responsibilities

1. Process applications and submissions under the *Environmental Protection and Enhancement Act* legislation such that authorizations are issued in a timely manner, are consistent, and meet the needs of the applicant and other stakeholders. Ensure effective management of municipal waterworks systems to provide safe and secure drinking water by reviewing municipal waterworks applications submitted under EPEA, writing approvals and registrations and making recommendations for Director's decision. Approvals and registrations set the terms and conditions for compliance with legislated requirements.

ACTIVITIES:

- Provide technical review of approval and registration applications and statements of concerns in accordance with the requirements of standards and guidelines under EPEA, to ensure safe and secure drinking water
- Evaluate potential impacts the waterworks system may have on the environment.
- Coordinate input from internal and external technical water specialists.
- Meet with applicants and engineering consultants to explain waterworks treatment requirements, discuss technical issues and suggest feasible solutions.
- Research scientific literature and standards from other jurisdictions to help develop standards and guidelines for situations where none exist in Alberta
- Draft approvals reflecting the requirements based on the assessment of all relevant technical issues, taking into consideration related social and economics issues.

2. Ensure effective management of municipal wastewater treatment systems by reviewing municipal wastewater applications submitted under EPEA, writing approvals and registrations and making recommendations for Director's decision.

ACTIVITIES:

- Provide technical review of approval and registration applications and statements of concerns in accordance with the requirements of standards and guidelines under EPEA, to assess potential environment impacts
- Coordinate input from internal and external technical wastewater specialists.
- Meet with applicants and engineering consultants to explain wastewater treatment requirements, discuss technical issues and suggest feasible solutions.
- Research scientific literature and standards from other jurisdictions to help develop standards and guidelines for situations where none exist in Alberta.
- Draft approvals reflecting the requirements based on the assessment of all relevant technical issues, taking into consideration related social and economics issues.

3. Ensure effective management of municipal landfills by reviewing landfill applications submitted under EPEA, writing approvals and registrations and making recommendations for Director's decision.

ACTIVITIES:

- Provide technical review of approval and registration applications and statements of concerns in accordance with the requirements of standards and guidelines under EPEA, to assess potential environment impacts
- Coordinate input from internal and external technical waste management specialists.
- Meet with applicants and engineering consultants to explain landfill requirements, discuss technical issues and suggest feasible solutions.
- Research scientific literature and standards from other jurisdictions to help develop standards and guidelines for situations where none exist in Alberta.
- Draft approvals reflecting the requirements based on the assessment of all relevant technical issues, taking into consideration related social and economics issues.

4. Support innovation and continuous improvement initiatives

ACTIVITIES:

- Review annual reports and work with the Drinking Water Operations Specialist and the Compliance group to ensure that water treatment problems are identified and addressed in a timely and consistent manner.
- Meet with municipal officials to encourage and assist with continuous improvement of their water and wastewater systems in order to achieve higher environmental standards
- Work with municipalities to develop innovative, environmentally acceptable and cost effective solutions to identified issues.
- Provide assistance to expedite approval/regulatory processes.

5. Represent regional interests by providing technical expertise and input at public hearings and appeal processes, and by participating on regional working groups and internal/ external review committees.

ACTIVITIES:

- Represent the region/department at Environmental Appeal Board hearings to provided technical expertise and regional perspectives.
- Attend meetings with municipalities and the public to provide information on on-going projects and issues
- Participate on internal committees and provide technical input and regional perspective, to ensure that proposed policies and programs take into consideration regional interests.
- Participate on external committees and provides technical input and department perspective, to ensure that proposed policies and programs take into consideration the interests of the department.
- Provides input to planning processes (e.g. Area Structure Plan).

6. Assist, as a technical expert, in the communication of information to leadership and stakeholders

ACTIVITIES:

- Prepare recommendations, draft action requests and briefing notes for management review.
- Respond to stakeholders' concerns and information requests through stakeholder preferred methods within service standards



Problem Solving

Typical problems solved:

- The incumbent must be able to understand technical concepts/issues and provide descriptions or responses to stakeholders that are at an appropriate technical level.
- The incumbent participates in problem solving that includes the development of strategies when no standards or guidelines exist.

- This position requires the ability to apply scientific principles/theories to varied situations with consideration for policy, as well as the economic, legal and social impact of actions taken (i.e. the “big picture” perspective)
- The Municipal Approvals Engineer coordinates the input and resources from a wide range of technical and professional resources to address specific issues
- Liaise with a wide variety of stakeholders with varying interests and varying technical understanding of water management, including industry, government technical specialists, other government departments, environmental groups, aboriginal groups, and individual landowners or farmers, and municipalities.
- The position will have internal resilience to grow in a culture of learning, continuous improvement and collaboration.

Types of guidance available for problem solving:

situational experience from Team Leader, colleagues, managers with related experience

Direct or indirect impacts of decisions:

By applying technical principles to varied situations with consideration for social, economic and environment impact, make recommendations to the Director to inform statutory decisions.

Key Relationships

Major stakeholders and purpose of interactions:

General public, municipalities and representatives, professional peers in industry and consulting roles, government technical specialists and other government departments (federal and provincial), but can also include environmental groups, indigenous groups, other special interest groups, individual landowners or citizens, department executive management, political representatives of local government, MLA's or representatives or representatives of MLA's offices
Internal departmental colleagues to coordinate internal review and collaborate on issues to maintain consistent, informed and defensible decisions

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Engineering	Science	PEng

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

The minimum requirements for this job are a degree in civil, water, or an environmental related area, and four years related work experience in the field of potable water and/or waste water treatment, and municipal landfills. Must be eligible for membership in the Association of Professional Engineers and Geoscientists of Alberta (APEGA).

Behavioral Competencies

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	Keeps broader impacts in mind and uses technical skills and knowledge to assist in finding strategies and assessing options and implications to meet environmental outcomes.

<p>Creative Problem Solving</p>	<p><input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>The incumbent exercises originality, judgment, and technical expertise to support local authorities and applicants to improve their environmental performance</p> <p>Use innovative analysis to resolve and remove project obstacles and potential conflicts.</p> <p>Ability to assess options and implications in new ways to achieve outcomes and solutions.</p>
<p>Build Collaborative Environments</p>	<p><input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	<p>Grows a culture of learning, continuous improvement and a change from command and control to collaboration.</p> <p>Communicate effectively, in both written and verbal forms, with technical and non-technical groups and/or individuals.</p> <p>Works well with formal and informal teams to develop strong working relationships.</p> <p>Use innovative analysis to deal with conflicts between resource users.</p>
<p>Drive for Results</p>	<p><input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed 	<p>Knowing what outcomes are important and maximizing efficiency to achieve results that are aligned with the goals of the organization while maintaining accountability to both internal and external stakeholders.</p>

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Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature