

## New

Ministry

Environment and Parks

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

EPO Wetland Specialist

Requested Class

Technologies 7

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

CA09

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

Regulatory Assurance - South/Red Deer Compliance

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

Reporting to the Compliance Manager, this position will act as a technical resource for colleagues and associates in addressing non-compliance and unauthorized activities under the Water Act, with a particular focus on wetland policy implementation. This position is required to assess a diversity of authorized and unauthorized works constructed to alter the natural environment, the application of compliance tools to the avoidance, minimization, and restoration hierarchy found in the department's wetland policy to promote a reduction in non-compliance behavior, and education and stakeholder engagement to promote voluntary compliance. The position examines these works within the context of existing and predecessor regulations and sound hydrology, wetland assessment principles, and engineering practices. This technical/regulatory assessment determines 1) the extent and impacts of the unauthorized works and impacts, 2) any remedial measures or actions required, 3) the requirements to achieve regulatory compliance, and 4) any enforcement needs including remedial orders and penalties.

The position's role will include stakeholder engagement, education, and prevention of non-compliance to promote wetland policy implementation, consistent with the Compliance Assurance Framework.

The position provides technical and regulatory advice including ( but not limited to) issues pertaining to water drainage works, impacts on wetlands, surface water management, erosion, flooding, and water control structures. Familiarity with the application of water management practices and technology, and associated

wetland disturbances, in agricultural, rural, industrial, municipal, subdivision development, or public land settings would be considered an asset.

This position will administer the Compliance Assurance Framework to address non-compliance in the areas described above. This will include the completion of field inspections and reports, maintenance of information within tracking databases, and provides technical and investigative support to penalty investigations and an investigator role on Water act remedial investigations. This position will, from time to time, be required to provide information in appeal hearings and in the court room setting.

Regarding wetlands, this position will administer the Alberta Wetland Policy, and will be required to assess avoidance and mitigation decisions by regulated parties, wetland delineation, and wetland remediation and replacement proposals, with a strong working knowledge of wetland ecology and hydrology. The application of compliance policy principles to promote deterrence of unauthorized water act activities is an important purpose of the position.

This position is complex and requires a highly specialized technical professional, with the ability to engage stakeholders in land use conflict situations. They are responsible for the delivery of an assortment of services to industry, municipalities, varying level of government and the Alberta public and requires balancing the technical component of water act compliance with the desired outcomes of compliance program delivery. These services are largely associated with the administration of the Alberta Wetland Policy, and the Water Act, but are not limited only to these pieces of legislation, as the Environmental Protection and Enhancement Act can be implicated when materials are disposed of in waterbodies. The status of waterbodies under the Public Lands Act or other Public Lands Act non-compliance may also be implicated. This position requires advanced communication, facilitation, time-management, organization, and technical knowledge and skills.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

### Educational/Training Programs and Initiatives

- This position will seek compliance partnerships with industry, municipalities, stakeholders and the public to achieve desired environmental objectives and seek ways to achieve continuous improvement and innovation to enhance environmental outcomes for low risk activities in Alberta.
- Build capacity and the willingness in the regulated community to achieve compliance through an educational approach and improving stewardship practices.
- Identifying and addressing potential problems before they cause an environmental impact.
- Participate in school presentations, workshop presentations, internal staff training, community events such as job fairs, trade shows etc.

### Support Wetland Policy Implementation

- Participate in implementation of wetland policy and tools supporting implementation of the policy (e.g. wetland inventories, wetland assessment tools, wetland delineation, and restoration success monitoring programs).
- Collaborate with inter-agency teams (federal agencies, multi-stakeholder groups) to develop mutually acceptable processes and address issues of mutual concern (e.g. reclamation targets and procedures, aquatic ecosystem protection, riparian management and protection).
- Work with provincial policy and regional staff to generate, strengthen, and update guidelines and standards with respect to wetlands and assist approvals staff with pre-application review of "avoidance" decision-making under the wetland mitigation hierarchy.

### Complaint/Incident Response

- This position will receive and respond to public inquiries and complaints, and industry contravention notifications to determine whether non-compliance exists, assess the environmental impact of the activity, ensure a high level of environmental protection, and minimize risk to the environment, human health and safety.
- Prioritize public complaints and notifications to determine appropriate response.
- Determine the validity of complaints through site visits, phone conversations and other investigation. +

Maintain accurate field notes, photographs, and electronic records (EMS) to document findings.

- Liaise with other federal, provincial and municipal regulators (AER, NRCB, EC, DFO etc.) and others on matters that relate to environmental issues where regulatory overlap or referral is indicated.
- Exercise independent judgment on assessment of alleged contraventions, and determines whether to abate or forward for potential enforcement action.
- Follow-up on identified non-compliance activities to ensure that appropriate preventative, intervention and or remedial measures have been undertaken.
- Closure of files once resolution has been obtained.

### Inspections

- This position will conduct independent compliance inspections in order to assess compliance.
- Inspection would include interviewing, note taking, site evaluation, assessing and determining compliance with legislation, approvals and standards including communicating areas of non-compliance with industry officials.
- Prepare letters and inspection reports and perform follow up action (as required) and forward non-compliance for potential penalty enforcement action for further investigation (as required).
- Has the authority to issue Notices of Non-compliance.
- Collect and analyze information from varied and numerous sources to determine compliance, resolve problems and make recommendations to improve environmental practices. This may involve interpreting anecdotal and technical information provided by stakeholder.
- Liaise with other regulatory agencies such as the AER, NRCB and others on matters related to environmental issues where the regulatory overlap or referral is indicated.
- Provide verbal and written communication to complainants and other stakeholders to explain the outcome of related inspections and interpret regulatory requirements.
- Provide technical assistance on investigations within the region (as required).

### Compliance Sweeps

- This position will organize and conduct proactive sweeps for the department under its compliance assurance program. The purposes of sweeps are to educate the public, industry and municipalities, ensure compliance with legislation, raise environmental awareness, promote environmental stewardship, and address potential or specific problem areas that have been identified.
- Work with regional and/or compliance managers to identify outcome focused sweeps.
- Determine the type and location for the sweep.
- Research and highlight "facilities of interest".
- Oversee the planning, preparation and execution of the sweep.
- Provide leadership and co-ordinate the personnel to be involved in the sweep.
- Liaise with other government agencies, municipalities, towns and bylaw enforcement individuals that may/will be involved in the sweep.
- Prepare information packages, educational material and/or fact sheets and compile relevant legislative material, required in the sweep.
- Participate in the sweep by carrying out inspections, interviews of individuals and/or industry representatives.
- Participate in post sweep follow-up to ensure compliance or refer to Compliance Manager or investigator (as required).
- Facilitate debriefing of activities during/after the sweep

### Administration of Orders

- The Water Act and Environmental Protection and Enhancement Act provide for the issuance of orders to prevent and/or correct adverse effects on the environment, natural resources, human health, property, and/or public safety. These orders can be issued to regulated parties undertaking activities subject to authorizations or they can be issued in relation to non-authorized activities. This position will ensure the timely and properly supported use of various Orders provided for by the legislation, but mostly Water Act Enforcement or Water Management Orders to correct non-compliance or address adverse effects.
- Identify and compile the facts at issue required to create an order.

- Organize the facts at issue for presentation to management and Environment Law.
- Make recommendations to the statutory decision-maker or remedial actions required, consistent with the Water Act and wetland policy.
- Ensure issuance of the Order by the proper authority and advise statutory decision maker on appropriate hydrological and environmental outcomes.
- Manage compliance with the Order by the recipient.
- In the event of non-compliance with an Order, ensure proper process for further Departmental response is understood and followed to encourage/enforce compliance.
- Oversee regulated party implementation of Order remedial requirements such as wetland/waterbody reconstruction and restoration, monitoring of waterbody to restoration success, restoration of drainage or other hydrological conditions.

### Remedial Investigations/Investigation Support

- This position will receive, assess, prioritize and investigate public complaints, regulatory referrals and industrial/municipal Water Act non-compliance with a focus on remedial investigations to correct and abate Water Act and wetland non-compliance. Uses legislative authorities, departmental policies, understanding of approval conditions and environmental effects to conduct thorough remedial investigations and gather evidence of contraventions related to unauthorized activities and remedial outcomes. Typical investigation files will include offences associated with wetland infilling and drainage, shoreline disturbance, industrial, road building, residential development, or other significant infrastructure development that impacts waterbodies either directly or indirectly.
- Conduct in-depth examinations of corporate documentation, manifests, approvals, invoices, ledgers, equipment and operating records, while seeking evidence that corroborates or refutes alleged non-compliance that will pass the scrutiny of appellate bodies.
- Support other Officers as a subject matter expert in gathering information in the investigation process (e.g. from witnesses, complainants, industry representatives and others).
- Enter public or private land, and buildings, to collect evidence in the investigation process.
- Sample a wide array of substances, and submit them for analysis, to determine level of toxicity or hazard to environment and public health using proper protocols, to ensure the results will be accepted as evidence.
- Has authority to issue Emergency Environmental Protection Orders, Water Management Orders and other legal instruments, and will apply or recommend appropriate enforcement action to the Compliance Manager.
- Assist with penalty enforcement actions and prosecutions of violators by providing comprehensive issues documents and descriptions or remedial action to be taken under Enforcement or other Orders.
- Will provide technical guidance and support on penalty investigations to other Environmental Protection Officers regarding technical aspects of Water act matters.



### Problem Solving

Typical problems solved:

This position must collect and analyze information from varied and numerous sources to determine compliance, resolve problems, and make recommendations. This may involve interpreting anecdotal and technical information provided by the stakeholder. Stakeholder attitudes range from professional, open minded and unbiased to unreceptive, confrontational, emotionally charged, or biased/ this position must remain objective, non-judgmental and consistent when making observations, providing information and making recommendations to clearly show that the department is fair and considerate in attaining its goals, while providing clear and firm direction to correct non-compliance.

Types of guidance available for problem solving:

Direct or indirect impacts of decisions:

## Key Relationships

Major stakeholders and purpose of interactions:

This position is considered an expert and functions within a consultative environment for the Department, industry, municipalities, elected officials and the public regarding the application and enforcement of legislation related to water management and wetland issues.

This position is front line departmental representative for education, stakeholder engagement, prevention, and water related environmental incidents and complaints, and assurance that stakeholders meet their responsibilities under environmental legislation. The position requires extensive application of the legislation, regulations, codes, departmental policy and technical expertise to assess remedial measures and recommend and advance further regulatory action, occurring often in adversarial situations.

## Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Science		

If other, specify:

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

A two year technical diploma in a related field (preferably environmental science, engineering, hydrology, ecology) supplemented by seven years of directly related experience in wetland and water management is required. A degree in a related field (preferably (preferably environmental science, engineering, hydrology, ecology) supplemented by five years of directly related experience in wetland and water management is preferred.

The role will involve preparation of field notes, photos, reports, displays, and documents for the groundwork for remedial of other enforcement action. The role requires a broad range of knowledge with a focus on water resource management, hydrology, ecology, engineering, and related environmental legislation and regulations, consistent with qualifications as an aquatic environmental professional.

Discernment is required to interpret legislation and regulations during investigation and enforcement activities. While guidelines are well documented, circumstances can vary significantly.

## Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

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"/>	Considers inter-relationships and emerging trends to attain goals: <ul style="list-style-type: none"> <li>Seeks insight on implications of different options</li> <li>Analyzes long-term outcomes, focus on goals and values</li> <li>Identifies unintended consequences</li> </ul>	his position assesses how systemic risks and trends of wetland loss can be addressed. Takes a broad scale, long-term view of protecting the environment by promoting a reduction in non-compliant behaviours through stakeholder engagement, education, and prevention initiatives of the Alberta Wetland Policy Implementation.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> <li>Engages perspective to</li> </ul>	This position engages with internal(approvals, policy staff) and external parties(municipalities,

		<p>seek root causes</p> <ul style="list-style-type: none"> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	<p>counties, NGO's, regulated parties) to solve problems specific to wetland and water body restoration under the Water Act.</p> <p>Abilities to analyze and assess the application of compliance tools to the avoidance, minimization, and restoration hierarchy found in the Alberta Wetland Policy in order to identify a solution and recommend appropriate regulatory action in accordance with the legislation.</p>
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	<p>This position engages stakeholders through education and prevention; professionally gains access to information from the regulated community when addressing non-compliance and unauthorized activities under the Water Act. Drives to wetland restoration outcomes based upon risk-based and behaviour change principles.</p>
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> <li>• Leverages skills and knowledge of others</li> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> <li>• Recognizes and appreciates others</li> </ul>	<p>This position facilitates communication with compliance and approvals team members and identifies emerging issues, challenges and opportunities, provides options for resolution, and develops recommendations/ changes for implementation by cross-functional teams in order to achieve Compliance Assurance Framework outcomes.</p>
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all</p>	<p>This position builds trust and credibility with</p>

	<p>stakeholders:</p> <ul style="list-style-type: none"> <li>• Identifies key stakeholder relationships</li> <li>• Has contact with range of interested parties</li> <li>• Actively incorporates needs of a broader group</li> <li>• Influences others through communication techniques</li> </ul>	<p>diverse internal and external stakeholders while dealing with complex technical and regulatory advice issues.</p>
--	---	--

**Benchmarks**

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

--

--
