

New

Ministry

Environment and Protected Areas

Describe: Basic Job Details

Position

Position ID

Position Name

Envtl Protection Officer

Requested Class

Technologies 6

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

RAD, Regulatory Assurance

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Supervisor's Position ID

Supervisor's Position Name

Compliance Assurance Lead

Supervisor's Current Class

Technologies 7

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Compliance Assurance Lead this position is a full working level position that, in addition to their regular duties, will also assist and/or coach junior staff in performing their duties and will act as a technical resource for colleagues, associates and outside agencies.

This position is complex and requires a highly specialized technical professional. They are responsible for the delivery of an assortment of services to industry, municipalities, varying levels of government, and to the Alberta public and requires balancing the technical component of environmental compliance with the desired outcomes of the compliance program delivery. These services are largely associated with the administration of the Environmental Protection and Enhancement Act, Water Act, Public Lands Act, and Climate Change and Emissions Management Act, but are not limited only to these pieces of legislation. This position requires advanced communication, facilitation, time-management, and technical knowledge and skills.

Responsibilities

Inspections and Monitoring Program

This position will conduct independent compliance inspections of EPEA and Water Act regulated industrial/municipal facilities to meet the objectives of the Compliance Assurance Program. The inspections are

focused at higher risk, more complex facilities and are often multimedia in nature. Inspections can be proactive or reactive and may involve both regulated and non-regulated activities.

- Inspections include preliminary review of files/applications, compliance history, auditing records, liaison with approvals staff, preparation of inspection plan and sampling equipment.
- Carry out proactive, unannounced compliance inspections of facilities regulated by approvals, registrations or authorizations issued under EPEA or the Water Act.
- Inspection would include interviewing, note taking, 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 item for possible enforcement action to an investigator 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 the stakeholder.
- Liaise with other regulatory agencies such as the AER, NRCB and others on matters related to environmental issues where there is 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 requested.

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, ensure compliance under the EPEA and Water Act, raise environment awareness, promote environmental stewardship, and address potential or specific problem areas that have been identified.

- Work with the regional and/or compliance managers to identify outcome focused sweeps.
- Determine the type and location for the sweep.
- Research/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.
- Liase 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 for 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, generate post sweep reports and present results, including Key Performance Indicator data.

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 related 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 a resolution has been obtained.

Investigation

This position will receive, assess, prioritize and investigate public complaints, regulatory referrals and industrial/municipal non-compliance. This position will also investigate issues of non-compliance triaged for investigation through the Integrated Compliance Process. The position uses legislative authorities, departmental policies, understanding of approval conditions and environmental effects to conduct thorough investigations and gather evidence of contraventions. Typical investigation files will include offences at unregulated facilities or complex regulated facilities, repeat offences and those requiring orders. Typical activities include:

- Conduct examinations of corporate documentation, manifests, approvals, invoices, ledgers, equipment and operating records, while seeking information that corroborates or refutes alleged non-compliance.
- Identify, locate and interview witnesses, complainants, industry representatives.
- Through various legislated authorities, enter public or private land, and buildings to secure evidence of alleged contraventions.
- 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.
- Has authority to issue Emergency Environmental Protection Orders, Violation Tickets, Enforcement Orders Stop Orders and other legal instruments, and recommend appropriate enforcement action to the Compliance Assurance Lead.
- Will provide guidance and direction on investigations conducted by entry level staff.

Administration of Orders

The Water Act, Public Lands Act and EPEA provide for the issuance of orders to prevent and/or correct adverse effects on the environment, public lands, 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 the various Orders provided for by the legislation.

- Identify and compile the facts at issue required to support the development of an order.
- Organize the facts at issue for presentation to management and Environmental Law.
- Ensure issuance of the Order by the proper authority.

- Manage compliance with the Order by the recipient.
- In the event of non-compliance with an Order, ensure the proper process for further Departmental response is understood and followed to encourage/enforce compliance.

After Hours Compliance Response

This position will be required to be on a 24/7 rotational after hours on-call for non-emergency response related to compliance calls received outside of regular office hours. The EPO is also the department's representative, responsible for liaising with the regulated community and the public.

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

The Environmental Protection Officer has a regional function as an Emergency Regional Responder working with the Environmental and Dangerous Goods Emergencies staff and the ASERT Duty Officer. On an on-call 24/7 rotational basis, the EPO receives, prioritizes and responds to environmental emergencies.

- Independent of weather conditions, location or time of day, there is an expectation for the on-call emergency responder to receive and immediately respond to environmental incidents.
- There is an after hours component to these duties where the primary responder is expected to represent the department.
- Considerable interaction is required with the public, the regulated sector and other response agencies on scene at an emergency.
- While responding to environmental incidents, the EPO will be required to execute response and preparedness plans to meet the department's goals.
- The EPO is also the department's representative, responsible for participating in/maintaining incident command in a multi-agency situation. Participation in mock scenarios and ER exercises is required.
- The EPO will assist and mentor other staff in the delivery of regulatory presentations to train and orient external agencies as required.
- An understanding of risk analysis as it relates to environmental emergencies is required.
- Maintain ITS database on environmental emergencies and reports.
- Position will be responsible to operate an Emergency Response Vehicle as per department standards and policies

Educational/training programs and initiatives

This position will seek compliance partnerships with industry, municipalities, stakeholders and the public to achieve the 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 fairs, trade shows etc.

Problem Solving

Typical problems solved:

This position is the front line departmental representative for terrestrial, atmospheric and water related environmental incidents and complaints, and assurance that the stakeholders meet their responsibilities, under environmental legislation. The position requires extensive application of the legislation, departmental policy and technical expertise to assess remedial measures and recommend further regulatory action. The EPO must consider numerous factors associated with the management of waste and water, and the quality of the water, air and soil. Factors also extend beyond the legislation and departmental policies to technical timeframes and compliance with other legislation.

Types of guidance available for problem solving:

The EPO 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.

Direct or indirect impacts of decisions:

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. Outcomes are focused on achieving an environmental, social and economic balance within the framework of legislated compliance.

Key Relationships

Major stakeholders and purpose of interactions:

Contacts are internal and external to the department. Internal contacts are other staff, managers, and human resources. External contacts can be from other compliance agencies, other government's (municipal, federal and other provincial jurisdictions), industry, operators, members of the public or other interest groups.

Required Education, Experience and Technical Competencies

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

If other, specify:

Plus a minimum of six years of direct compliance, regulatory and/or enforcement experience.

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

Minimum Recruitment Standards

- A bachelor's degree in a related field, such as Environmental Science, Agriculture Studies, or Environmental Enforcement.
- A minimum of 4 years of direct compliance, regulatory and/or enforcement experience.

OR

- A two-year technical diploma in a related field, such as Environmental Science, Agriculture Studies, or Environmental Enforcement.
- A minimum of six years of direct compliance, regulatory and/or enforcement experience.

Requires advanced knowledge base of the practices and technologies involved in soil conservation, reclamation, vegetation management, waste-management and pesticide application methods.

Requires a broad range of knowledge in applied sciences and related environmental legislation and regulations. Typically requires a related technical diploma.

Knowledge and ability to collect environmental samples, from a variety of media and sources using standard protocols. Ability to interpret, and apply analytical results to determine non-compliance and adverse effect.

Knowledge of inspection techniques, including note taking, photography, legislated powers, interviewing etc.

Behavioral Competencies

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
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"> • 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 	Stakeholders attitudes range from professional, open-minded and unbiased to unreceptive, confrontational emotionally charged, or biased. The EPO must remain objective, non-judgemental and consistent when making observations, providing information and making recommendations to clearly show that the department is fair and considerate in attaining its goals.

Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<p>This position is one of leadership and provides a conduit between management and stakeholders. Must have good people skills and the ability to forge a strong team within work unit. Will be required to mentor within a work unit and therefore requires extensive related knowledge of related legislation (EPEA and Water Act), compliance processes and techniques, department policies and procedures as well as other legislative acts.</p>
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	<p>Judgement is required to interpret legislation and regulations during compliance related activities. While guidelines are well documented, circumstances can vary significantly. The EPO position is focused on activities that relate directly to environmental legislation and regulations. Is required to prepare observations, reports, and documents for the groundwork for enforcement action. The position may also assist in the preparation of documents for enforcement action.</p>

Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Plans according to career goals and regular development: <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development 	Although direct supervision is not be a full-time requirement, this position requires leadership/coaching ability within the work unit to act as a mentor and coach for wage and temporary salary positions. The expectation is for the person in this position to have the depth and breadth of knowledge and experience to mentor those working in their, and to lead by example.
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