



JOB DESCRIPTION

Job Title: Environmental Management System Coordinator **Position Number:** 93-03

Incumbent: _____ **Effective Date:** July 2025

Employment Status: Full-time Permanent **Pay Level :** 10

Bargaining Unit: X Yes ___ No **Supervisor's Title:** Director, Risk & Compliance

SUMMARY

Under the supervision of the Director, Risk & Compliance this position is primarily responsible for overseeing and administering the Corporation's Environmental Management System and several of its programs (such as sustainability, climate change adaptation, and fish hatchery programs). Other duties include providing project management duties and technical support on environmental projects. The position is guided in its work by the Corporation's Environmental Management Systems as well as a various territorial and federal laws and regulations.

DUTIES AND RESPONSIBILITIES

Environmental Management, Compliance & Regulatory Oversight

- Maintaining the EMS to ISO 14001 standards.
- Developing, approving, implementing, and maintaining clear environmental guidelines and standards for all work activities and job procedures.
- Establishing and monitoring procedures for prompt and accurate investigation, analysis, and reporting of environmental incidents.
- Maintaining central recording and reporting systems for tracking and analyzing environmental disturbances or damage, tracking corrective actions, and regulatory reporting.
- Maintaining a regulatory registry of authorization/licence/permit conditions, regulatory inspection findings, and internal and external corrective actions.
- Developing and managing short- and long-term plans to address environmental issues (e.g., Climate Change Adaptation Plan, Spill Response Plan, Sustainability initiatives).
- Preparing and presenting recommendations, proposals, work plans, and progress reports to the Environmental Leadership Committee and management team.
- Coordinating and delivering environmental training to ensure staff awareness of environmental responsibilities.
- Conducting job site inspections and assisting with field-level hazard assessments; producing reports and recommendations.
- Performing regular plant and facility inspections and Environmental Audits; reporting findings and ensuring corrective actions are taken.
- Identifying and mitigating environmental and environmental health concerns by assessing site conditions, equipment, procedures, and incidents.
- Investigating environmental incidents, preparing reports with recommendations, and following up on implementation of corrective actions.
- Reviewing engineering and scientific reports and proposals related to site assessment, clean-up, and remediation.
- Collaborating with the Manager, Health and Safety to identify and inventory sources of hazardous waste.

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- Develops, implements, and maintains corporate environmental policies, procedures, and programs.
- Maintains the Compliance Management System (includes for example licence, permits, authorizations, reporting and Agreement related metrics).
- Prepares policies, position papers, and presentations on environmental issues and strategies.
- Provides technical guidance on environmental legislation, regulations, codes, and practices.
- Manages contractor operation of the Whitehorse Fish Hatchery.
- Identifies and drafts corporate policies supporting environmental processes, including recommendations to executive management.
- Prepares and/or reviews Environmental Management Plans for projects.
- Collaborates with staff and stakeholders to implement and monitor environmental programs and services.
- Coordinates presentations, meetings, and workshops; drafts KPI reporting for the Board.
- Monitors and remains informed about environmental and related regulatory developments affecting the Corporation.

Project, Budget & Program Management

- Prepares and maintains environmental operational and project budgets and expenditures.
- Contributes to capital and O&M budgeting for projects addressing environmental risk mitigation.
- Provides project management services for all phases of environmental projects including scoping, execution, delivery, and communication of results.

Advisory, Representation & Collaboration

- Participates in working groups, committees, meetings, and conferences related to environmental regulation and management.
- Advises the Joint Health and Safety Committee on environmental health matters.
- Collaborates with the Manager, Health and Safety and Director, Risk and Compliance.
- Supports non-environmental projects as required in collaboration with other departments such as Operations and Resource Planning.

Corporate Responsibilities

- Maintains confidentiality of all Corporation information.
- Adheres to safety standards and follows all corporate policies, procedures, and guidelines.
- Performs additional duties as assigned.

EDUCATION, EXPERIENCE, SKILLS AND COMPETENCIES

Education

- Post-secondary degree in environmental studies, natural or social sciences, or a related field, with considerable relevant experience.
- Practical knowledge of environmental management systems and ISO 14001 Internal Auditor status, or the ability to obtain it.

Experience

- Experience supporting or leading organizational environmental management systems.
- Experience with resource management, effects assessment, and regulatory regimes in Yukon.

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Skills and Competencies

Environmental Management & Technical Expertise

- Strong knowledge and practical application of ISO 14001 Environmental Management System standards, including the development and maintenance of environmental guidelines, programs, and policies.
- Experience with environmental inspections, audits, hazard assessments, incident investigation, analysis, reporting, and environmental risk mitigation.
- Strong understanding of environmental legislation, codes, regulatory frameworks, and environmental health and safety standards.
- Ability to review and interpret engineering and scientific reports related to site assessment and remediation, and familiarity with topographical maps and resource management.
- Knowledge of climate change adaptation and sustainability, including research and analysis of environmental and socio-economic impacts and mitigation.

Project Management, Planning & Administration

- Strong project management skills across all phases, including scoping, planning, execution, reporting, and coordination of multiple complex projects and deadlines.
- Experience with budgeting and financial oversight of O&M and capital projects.
- Strong organizational, time-management, record-keeping, and documentation skills, with the ability to work independently, manage competing priorities, and perform effectively under pressure.
- Proficiency in Microsoft Excel, Word, and PowerPoint.

Communication, Collaboration & Stakeholder Relations

- Highly developed written and verbal communication skills, including preparing and presenting reports, policies, and recommendations to management and committees.
- Experience delivering training, engaging employees, and collaborating with internal and external stakeholders, including First Nations and regulatory bodies.
- Understanding of First Nations governance and Final Agreements, with the ability to work effectively in cross-cultural and multidisciplinary teams.

Health, Safety & Corporate Responsibilities

- Experience advising Joint Health and Safety Committees.
- Maintains confidentiality and adheres to corporate policies, procedures, and guidelines.

Other Requirements

- Valid Class 5 driver's licence.

WORKING CONDITIONS

The position normally works in an office environment, with periodic field activities related to active utility operations and projects. There are both regular and irregular critical deadlines that must be met, as well as numerous interruptions, changing priorities, and at times a lack of control over the work that must be completed. Must maintain the confidentiality of all corporate information. Adheres to all corporate policies, procedures and guidelines.