



JOB DESCRIPTION

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

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

Employment Status: 1 Year Term **Pay Level :** 10 **Bargaining Unit:** X Yes ___ No

Supervisor's Title: Director, Risk & Compliance

SUMMARY

Under the supervision of the Director, Risk & Compliance his 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

1. Manages the Corporation's Environmental Management System (EMS)

- 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.
- 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.

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- 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.
2. **Plans, Coordinates, and Administers the Environmental Program**
 - Develops, implements, and maintains corporate environmental policies, procedures, and programs.
 - 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.
 3. **Represents the Corporation**
 - Participates in working groups, committees, meetings, and conferences related to environmental regulation and management.
 4. **Budgeting and Financial Oversight**
 - Prepares and maintains environmental operational and project budgets and expenditures.
 - Contributes to capital and O&M budgeting for projects addressing environmental risk mitigation.
 5. **Project Management**
 - Provides project management services for all phases of environmental projects including scoping, execution, delivery, and communication of results.
 6. **Health and Safety Advisory Role**
 - Advises the Joint Health and Safety Committee on environmental health matters.
 - Collaborates with the Manager, Health and Safety and Director, Risk and Compliance.
 7. **Regulatory Awareness**
 - Monitors and remains informed about environmental and related regulatory developments affecting the Corporation.
 8. **Confidentiality and Safety**
 - Maintains confidentiality of all Corporation information.
 - Adheres to safety standards and follows all corporate policies, procedures, and guidelines.
 9. **Cross-Departmental Collaboration**
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- Supports non-environmental projects as required in collaboration with other departments such as Operations and Resource Planning.

10. Other Related Duties

- 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 holds, or is able to obtain, ISO 14001 Internal Auditor status.

Experience:

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

Skills and Competencies:

Environmental Management Expertise

- Strong knowledge and application of ISO 14001 Environmental Management System standards.
- Ability to develop, implement, and maintain environmental guidelines, programs, and policies.
- Skilled in incident investigation, analysis, and reporting.
- Experience with environmental inspections, audits, and hazard assessments.
- Understanding of environmental legislation, codes, and regulatory frameworks.
- Ability to assess and mitigate environmental and environmental health risks.

Technical and Analytical Skills

- Ability to review and interpret engineering and scientific reports (e.g., site assessment, remediation).
- Knowledge of climate change adaptation planning and sustainability.
- Experience in the research and analysis of environmental and socio-economic impacts and mitigation.
- Familiarity with topographical maps and resource management.
- Proficiency in Microsoft Excel, Word, PowerPoint.

Project Management and Planning

- Strong project management skills across all phases: scoping, planning, execution, reporting.

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- Ability to coordinate multiple complex projects under tight deadlines.
- Experience with budgeting and financial oversight (O&M and capital projects).

Communication and Interpersonal Skills

- Highly developed written and verbal communication abilities.
- Ability to prepare and present reports, policies, and recommendations to management and committees.
- Experience in training delivery and staff engagement.
- Strong collaboration and stakeholder engagement skills, including work with First Nations and regulatory bodies

Organizational and Administrative Abilities

- Able to work independently and under pressure, balancing multiple priorities.
- Skilled at maintaining records, reports, and documentation for internal and external use.
- Detail-oriented with strong time management and organizational capabilities

Cross-Functional and Cultural Competency

- Understanding of First Nations governance and Final Agreements.
- Ability to work effectively in cross-cultural and multidisciplinary teams.

Health, Safety & Confidentiality

- Knowledge of environmental health and safety standards.
- Experience advising Joint Health and Safety Committees.
- Maintains confidentiality and adheres to corporate policies.

A valid class 5 driver's license is required.

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.