

JOB DESCRIPTION

Job Title: Environmental Programs Coordinator **Position Number:** 93-10

Incumbent: (NEW) **Effective Date:** May 2023

Employment Status: Permanent 1.0 FTE **Bargaining Unit:** X Yes No

Supervisor's Title: Director, Risk & Compliance

SUMMARY

Under the supervision of the Director, Risk & Compliance this position is responsible for overseeing and administering various environmental monitoring and related regulatory compliance programs pursuant to the Corporation's Environmental Management System, project/facility regulatory authorizations, and other established commitments, such as agreements established with First Nations Governments and other organizations. Other duties include providing technical support to resource development projects and community/organizational outreach and collaboration respecting environmental monitoring and adaptive management planning and programs. The position is guided in its work by the Corporation's Environmental Management Systems, related environmental monitoring and adaptive management programs, as well as a various territorial and federal authorizations, laws, and regulations.

DESCRIPTION

1. Plans, coordinates, and administers effective environmental monitoring and regulatory compliance programs for the Corporation in cooperation with the administrator of the Corporation's Environmental Management System (EMS). These duties include:
 - Implementing and maintaining environmental monitoring and adaptive management programs.
 - Developing scopes of work and performance criteria for external parties executing monitoring program components.
 - Leading all technical aspects related to the execution of related monitoring programs, including development of work scopes, performance criteria, schedule, budget, results reporting.
 - Collaborating with the Director and YEC's External Relations Department as regards communication and outreach related to monitoring and compliance programs.
 - Leading and/or supporting the development policies, position papers, and presentations on corporate issues and proposals to ensure the effective communication of environmental monitoring and compliance programs and strategies.
 - Identifying the need for procedures or practices in support of environmental programs. Provides research/analysis, drafts and/or makes recommendation to the Director on these procedures and practices.
 - In collaboration with YEC's Resource Planning team, review and evaluation of engineering/scientific reports and proposals for environmental and socio-economic studies and mitigation designs to support the development of appropriate monitoring and adaptive management plans for new projects or existing project regulatory renewals.

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- Collaborating with staff and various stakeholders in the implementation of environmental monitoring programs and services, and ensuring adherence to relevant environmental programs by all employees and contractors.
 - Coordinating presentations, meetings, and workshops for management, staff, planning partners, and other stakeholders for various environmental programs.
 - Leading the preparation of progress and summary reports respecting results and key performance indicators for applicable environmental programs.
2. Collaborating with the Environment and Resource Analyst in implementing and overseeing various other functions and activities under the Corporation's EMS. These duties include:
 - Developing and managing short-term and long-range plans to address environmental issues, such as operational impacts to fish and wildlife habitat, water quality, site remediation.
 - Providing technical and managerial support to ecological mitigation programs such as fish passage and hatchery facilities.
 - Performing job site environmental inspections including conducting or assisting YEC staff and contractors in conducting field level hazard assessments to ensure environmental program and regulatory compliance.
 - In collaboration with the Environment and Resource Analyst participating in the periodic auditing/verification of compliance with the EMS policies, practices, and procedures by conducting in-depth plant and facility inspections to monitor work practices and procedures, and to assess site conditions. Working with the Environment and Resource Analyst, prepares related reports and makes recommendations to the Director and Environmental Leadership Committee, as needed.
 - Prepares or supports preparation of regulatory compliance reporting for various programs under the EMS (e.g., water use licences, air emissions permits)
 3. Supports the promotion of internal and external stakeholder environmental awareness and education regarding related EMS monitoring programs.
 4. Represents the Corporation on working groups, committees, meetings, and conferences on issues related to scope of environmental mitigation, monitoring and adaptive management programs under the Corporation's EMS.
 5. Prepares and maintains program/project budgets, expenditures, and reports. This includes providing input into budgeting for capital planning and O&M projects related to monitoring of environmental and related regulatory risks.
 6. Provides project management services for all phases of environmental monitoring projects. This includes scoping projects (scope, schedule, budget), execution, delivery, reporting and communication of findings.
 7. Supports the related pillars of the Corporation's *Commitment to Sustainability*.
 8. Keeps abreast of environmental and related regulatory issues affecting the Corporation.

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9. Maintains the confidentiality of all Corporation information. Adheres to the Corporation's high safety standards and follows all policies, procedures and guidelines.
10. Other related duties.

WORKING CONDITIONS

The position normally works in an office environment, but there is a component of the work that requires travel to various YEC facilities and includes the periodic participation and/or leading of environmental field programs. 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.

KNOWLEDGE, SKILLS, AND ABILITIES

- Post-secondary diploma or degree in biology, environmental studies, environmental engineering, natural or social sciences, natural resource protection and/or environmental law enforcement, or a related field with considerable relevant experience;
- Knowledge of principles of resource management, environmental and socio-economic effects assessment, and regulatory regimes in Yukon;
- Familiarity and experience with the principles of monitoring and adaptive management;
- Experience in the design and/or implementation of environmental monitoring programs, including field experience;
- Familiarity with environmental management systems and holds, or is able to obtain, ISO 14001 Internal Auditor status;
- Ability to establish and maintain effective working relationships with staff and outside representatives of applicable government, resource management and regulatory agencies, and community/environmental non-government organizations;
- Proficient in Microsoft Excel, Word and PowerPoint applications;
- Experience in the research and analysis of environmental and socio-economic issues, impacts and mitigation;
- Project management skills are an asset;
- Well developed written and oral communication skills;
- Ability to receive specific instruction, work independently at times, and handle a high volume of work with a high attention to detail;
- Ability to manage and coordinate a variety of projects/issues under significant pressure and tight deadlines;
- Knowledge of First Nation government structures and Final Agreements;
- Ability to work in a team, multi-discipline and cross-cultural environment; and
- A valid class 5 driver's license.

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Incumbent

Supervisor

Date