

**BENCHMARK POSITION DESCRIPTION – BM #17
MINISTRY OF ENVIRONMENT**

1. POSITION TITLE	2. CLASSIFICATION LEVEL
Section Head, Environmental Management	LSO 4
3. DIVISION	4. BRANCH
Environmental Protection	Regional Operations
5. IMMEDIATE SUPERVISOR	6. LOCATION
Manager, Regional Operations – Environmental Protection	Various

Program Function Describe the purpose of the program and organization in which the position operates.

The main function of the program is to protect and enhance the quality of the Province’s water, land and air. The program is responsible for monitoring and reporting on regulatory compliance and environmental impact of air, water and land discharges, environmental emergencies and contaminated sites, regulating and identifying higher risk discharges and for communicating standards and goals to government and non-government agencies, industry, individuals and communities.

Purpose of Position and Summary of its Functions This may be used for POSTING purposes.

The position is responsible for planning the regional compliance assessment activities and manages a staff of professional and technical positions. The position also provides expert professional engineering advice to the Ministry and external clients and exercises delegated statutory authority as Director under current legislation.

Organizational Structure and Working Environment

The position resides in a regional organization. This is one of two or more Section Head positions reporting directly to the Manager who in turn reports to the Regional Director. This is a senior regional specialist and the position functions with considerable independence in regulating the discharge of waste into the air, land and water.

Position’s Specific Functions and How They Are Performed

- 1. 30% Plans and oversees the provision of the regional compliance assessment activities by:**
 - Developing section priorities and goals, based on regional characteristics, emerging issues, and past compliance data
 - Developing innovative ideas and methods to improve productivity and overall effectiveness of the section
 - Developing action plans and/or enforcement strategies to resolve non-compliance high risk site issues
 - Directing compliance audits
 - Negotiating with senior industrial executives to prepare agreed upon schedules for attaining permit compliance and for continuous improvement of waste facilities
 - Negotiating with Mayors and Councils and Senior Administrators on the provision or upgrading of treatment and disposal facilities and on the development of Waste Management Plans
 - Managing the assigned section budget, including cost recovery programs for environmental emergencies

- 2. 20% Manages a staff of professional and technical positions by:**
 - Directing and reviewing the engineering work of subordinate professional engineers
 - Providing administrative and technical supervision to subordinate staff
 - Developing and approving staff compliance assessment plans
 - Participating in the hiring of staff, developing performance plans and conducting appraisals
 - Responding to the more complex engineering and technical problems referred by staff

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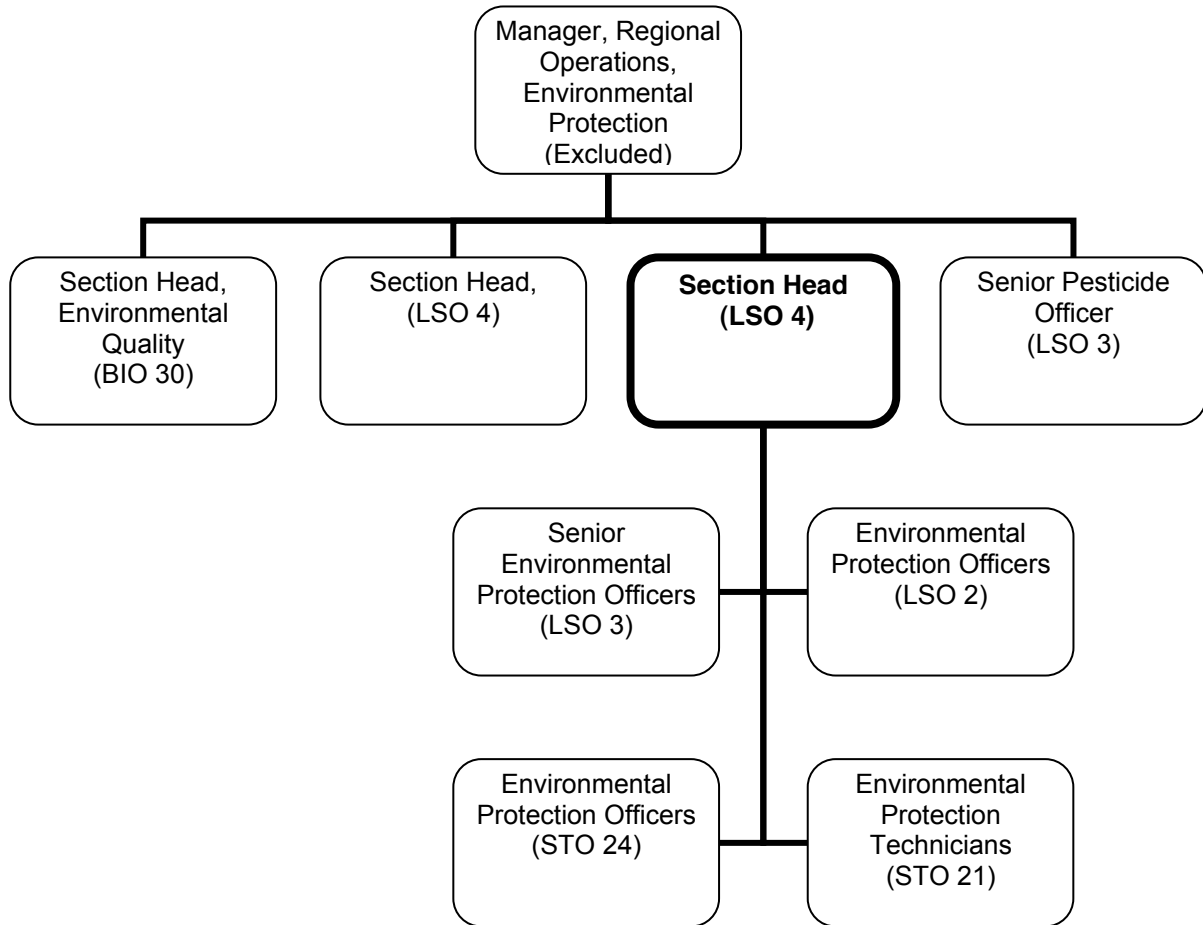
- 3. 35% Provides expert professional engineering advice to the Ministry and external clients by:**
 - Reviewing engineering submissions from external professional engineers and providing comments and advice
 - Leading and/or participating in the development of ministry standards and policy to be used by other professional engineers
 - Representing the Regional Manager or Director at a variety of meetings, hearings and at Appeals
 - Participating in the preparation of the terms of reference for environmental impact assessments and in a technical review of subsequent studies submitted for approval of new projects
 - Preparing briefing notes and responses to Minister's letters for Regional Manager's approval
 - Provides input and recommendations on program objectives, regulations and procedures and other related issues and proposals
 - Representing the ministry on various projects

- 4. 10% Exercises authority as "Director" under current legislation by:**
 - Preparing the ministry's position and/or providing expert professional engineering testimony at trials and appeal hearings
 - Acting as the statutory decision maker on behalf of the Director
 - Issuing various Orders as required

- 5. 5% Performs other related duties**

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ORGANIZATION CHART – SECTION HEAD, ENVIRONMENTAL MANAGEMENT



**BENCHMARK CLASSIFICATION RATIONALE – BM #17
MINISTRY OF ENVIRONMENT**

TITLE: Section Head, Environmental Management

LEVEL: LSO 4

DIVISION/BRANCH: Environmental Protection/Regional Operations

FACTOR	POINTS
<p><u>PURPOSE OF POSITION</u> The primary focus of this position is to plan the section's annual activities and to provide expert professional engineering advice to the Ministry and external clients. The position also manages a staff of professional and technical positions and exercises authority as Director under current legislation.</p> <p><u>KNOWLEDGE</u> The work requires a broad knowledge of engineering with considerable depth in industrial and municipal waste engineering in order to supervise a large group of licensed professional engineers and technical staff and respond to a variety of complex issues referred by staff. Requires registration as a Professional Engineer.</p>	E(1)c 130
<p><u>JUDGEMENT</u> <u>Originality and Complexity:</u> The primary focus of this position is to direct the application of ministry policies, regulations and standards by ministry professionals who are beyond the training level in order to ensure consistency in the management and regulation of the discharge of waste. <u>Technical Supervision Received:</u> Much of the position's work output is done directly with clients when negotiating schedules and the provision or upgrading of treatment and disposal facilities and individual assignments are typically subject to only very general reviews.</p>	C3 99
<p><u>ORGANIZATION AND PROGRAM ROLE</u> The primary role of the position is to provide technical supervision to licensed science officers who are beyond the training level.</p>	III(b) 50
<p><u>ADMINISTRATIVE SUPERVISORY RESPONSIBILITY</u> The position supervises a staff of seven.</p>	5 – 9 6

TOTAL POINTS 285

LEVEL	POINT RANGE
1	168 – 203
2	204 – 237
3	238 – 267
<u>4</u>	<u>268 – 295</u>
5	296 – 365