

Job Title: Co-Op Student, Environment and Regulatory

Requisition ID: 2563

Affiliation: Exempt

Position Type: Co-op Student

Fixed Term Duration: Approximately 12 (twelve) months

Number of Openings: 1

Bi-weekly Working Hours: 70 hours bi-weekly

Shift/Work Schedule: Monday to Friday (subject to change)

Department/ Branch: Legal Services, Environment and Regulatory

Job Location: Fort McMurray

Salary: Competitive Salary

COLA: Bi-Weekly - \$480

Posted (dd/mm/yyyy): 27/07/2024

Closing Date (dd/mm/yyyy): 11/08/2024

Posting Type: Internal and External

GENERAL DESCRIPTION:

The Co-op Student, Environment & Regulatory will provide support to the Legal Services department by assisting with various projects, programs, and initiatives. The incumbent will complete basic research, extract commitments from regulations, regulatory approvals, registrations, and authorizations, summarize findings, and prepare reports and documentation. Primary responsibilities of this position include:

General Administration: Updates, creates, and maintains metrics, documents, and files, prepares agendas, meeting minutes, memos, letters, and other documentation as required. Routinely handles confidential information.

Information Delivery Support: Researches, complies, tracks, and assembles information to assist with updates for policies, procedures, and commitment lists for internal distribution to affected departments/facilities.

Department Support: Provides a variety of information and assistance to internal or external stakeholders on matter relating to regulatory compliance, departmental procedures, and programs. Provides support to assigned leader and works closely with other Legal Services staff throughout the Department on a variety of projects and specialist assignments. Assists with other departmental tasks as required.

QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Candidates need to show evidence of the following:
- Excellent customer service skills and the ability to establish and maintain effective working relationships.
- Strong communication skills, both verbally & written, and the ability to accurately record information.
- Ability in handling a fast paced and varied workload in a flexible manner.
- A high proficiency in Microsoft Office programs (Excel, Word, PowerPoint, Outlook) and preferably good programming skills.

EDUCATION AND EXPERIENCE:

- Current enrollment in an Undergraduate Degree program in the field of Science, Environmental Science or Engineering.
- Second year of the undergraduate degree program completed is required.
- No experience is required.

- Experience in regulatory related work, specifically Environmental Management Systems is considered an asset.

OTHER REQUIREMENTS:

- Ability to provide a Criminal Record Check for review and acceptance.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible and accountable for knowing and working in accordance with the Health and Safety Directive. As per section 2 of the Occupational Health and Safety Act, the incumbent shall ensure while in the employ of the Regional Municipality of Wood Buffalo the health and safety of employees, contractors and the public.

This position is not employed in a supervisory capacity. As such the employee is not required to obtain additional safety training in accordance with municipal procedures and directives.

**To apply: Please visit our website at jobs.rmwb.ca
Current employees must apply through the internal careers site.
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted. Late applications will not be accepted.**