



JOB DESCRIPTION

POSITION TITLE:	ENVIRONMENTAL TECHNICIAN (LEVEL I, II, III)
REPORTS TO:	ENVIRONMENTAL PROJECT SUPERVISOR
CATEGORY:	TEMPORARY, FULL-TIME, CUPE 1 YEAR CONTRACT
UPDATED:	MARCH 2021
HOURS OF WORK:	35 HOURS/WEEK
RATE OF PAY:	\$32.94 – \$41.24 / HOUR
CLOSING DATE:	SUNDAY, MAY 18th, 2025
HOW TO APPLY:	LOYALIST TOWNSHIP'S WEBSITE CAREERS PAGE

POSITION SUMMARY:

The Environmental Technician will provide engineering and environmental support services to the Economic Growth and Community Development Services Department (EGCDS) and other Township Departments.

The position will be assigned a variety of tasks within the broad field of civil and environmental engineering and will perform an integral role with respect to the review, inspection, and administration of environmental infrastructure projects within the Township including water and wastewater projects as well as municipal facility projects of varying scope. The Environmental Technician will be responsible for the administration of one or more construction projects from inception to completion. This will involve administering all phases of the work, including developing preliminary and detailed cost estimates; participating in project design; site inspection and quality control; maintaining thorough construction records; preparing progress and final payment certificates; and providing as-built information and final drawings upon project completion, as required.

Simultaneously, the Environmental Technician will also be required to provide corporate environmental and engineering technical support. This could include developing internal environmental policies; reviewing and ensuring conformance to applicable legislative requirements; assisting with long-term infrastructure planning; working on Climate Action initiatives; or providing technical support to various divisions within the Township.

The Environmental Technician works a 35-hour work week except during those

periods of the year when construction and specialized projects require longer than normal working days.

MINIMUM QUALIFICATIONS:

Where it is not explicitly stated, it is expected that each level can undertake all the requirements, and possess all the skills and requirements, of the previous level(s)

- Graduate of a university program in Environmental or Civil Engineering or Sciences, or a 3-year Community College Diploma in Environmental or Civil Engineering Technician/Technologist, or equivalent combination of relevant education and work experience, and certification, as specified below.
- Ability to foster a positive public/municipal relationship through excellent interpersonal and communication skills; at higher levels, the ability to use tact and diplomacy to address conflicting opinions and the ability to present information in a professional manner.
- Excellent written communication skills: at higher levels ability to write detailed technical reports and assist with Council Reports.
- Proficient research skills and demonstrated ability to problem solve; at higher levels ability to think critically and innovate.
- Ability to meet a high level of customer service excellence and maintain confidentiality of sensitive information.
- Ability to adhere to government legislation, operating manuals, Township policies/procedures and departmental guidelines.
- Good organizational skills and the ability to develop higher-level prioritization skills with the ability to work accurately and attention to details.
- Current First Aid and CPR certificates.
- Knowledge of the provisions of the Occupational Health and Safety Act, including WHMIS.
- Required to obtain and maintain satisfactory Criminal Record Check (CPIC).
- Ability to work outside of normal business hours, as required.
- Must possess and maintain a valid Class "G" driver's license with a clean driving record and access to a reliable private vehicle.

Level I

- Registered or eligible for registration as an Engineering Technician or Technologist by the Ontario Association of Certified Engineering Technicians and Technologists (OACETT).
- Related work experience gained through educational program/placement. Paid work experience is an asset.
- Basic understanding of various environmental topics, such as water or wastewater systems, waste diversion, or environmental sustainability.

- Demonstrated ability to effectively review and interpret engineering drawings.
- Demonstrated ability to perform engineering calculations.
- High degree of computer literacy is essential, specifically with Microsoft Office Suite, and cloud-based software; knowledge of social media platform communication is a strong asset.
- Knowledge, skills, and aptitude for working with CADD, GIS software and Access databases at a basic level.
- Highly self-motivated and ability to learn to work proactively, in a team environment.
- Ability to develop a sound understanding of municipal practices.

Level II

- Certified as an Engineering Technician or Technologist by OACETT.
- Two to five years' relevant work experience.
- Ability to present formal and informal recommendations to internal and/or external stakeholders based on data analysis and/or research.
- Experience and demonstrated skills working with CADD, GIS software, and information databases.
- Independent ability to provide professional, clear, concise right and verbal communications, including the ability to draft accurate written technical reports and appropriate data illustration.
- Ability to administer various projects and tasks simultaneously and prioritize tasks effectively.
- Thorough understanding of all legislation and safety practices associated with municipal construction projects, as well as any applicable environmental regulations.
- Ability to develop effective working relationships, using tact and diplomacy when interacting with staff, the public and external agencies and demonstrate strong conflict resolution skills and judgement during difficult and politically sensitive situations.
- Basic level of competence with respect to water or wastewater treatment, distribution, and collection, as well as facility operations or waste diversion.

Level III

- Certified as an Engineering Technician or Technologist by OACETT.
- Minimum five years' relevant experience including some experience in water and wastewater treatment.
- Experience leading projects from inception (procurement) to close out (substantial completion) on time and on budget.
- Experience with climate change mitigation and adaptation strategy development.
- Proficient in the application of federal and provincial environmental legislation as it

pertains to topics such as water, wastewater, soils, air, and noise.

- Excellent analytical, organizational, and problem-solving skills with the ability to manage tasks and priorities in an environment with multiple demands.
- Ability to develop business cases or other complex reports/information to inform major decisions.
- Ability to independently prepare and deliver formal presentations to stakeholders.
- Knowledge of building and facility systems as they relate to energy management.

RESPONSIBILITIES:

General

- Provide administrative and technical environmental support to various divisions in the Township, including, but not limited to, Engineering, Facilities, Public Works, and Utilities. This will include conducting research and presenting findings that will inform future decisions.
- Prepare technical reports through appropriate data analysis to inform corporate decisions.
- Monitor, understand, and apply environmental legislation that may pertain to Township operations.
- Assist with the development of environmental initiatives, as well as associated policies or objectives, identified in the Township's Strategic Plan.
- Assist with developing, updating, or implementing the Township's Climate Action Plan. This will include managing corporate and community greenhouse gas inventories, analyzing facility or fleet energy usage, reviewing, and supporting operational activities and recommending improvements, and developing key performance indicators to track the success of the Township's climate action efforts.
- Assist with long-term infrastructure planning activities, including, but not limited to, uncommitted reserve capacity calculations, the infrastructure master plan, or other plans relating to the Township's water and wastewater treatment plants or facilities.
- Respond to concerns related to environmental activities raised by the general public, Staff, Council, or other agencies.
- Develop or maintain information databases.
- Maintain corporate files in accordance with Township policies and practices.

Projects

- Develop project estimates and designs using appropriate engineering principles.
- Assist with the preparation of Environmental Assessments.

- Assist with the preparation and review of procurement documents, such as Tenders, Requests for Proposals, Requests for Information, etc.
- Work with consultants, contractors, or other vendors retained by the Township to ensure proper quality control, adherence to schedules and contract documents, and project completion.
- Assist with or review designs, drawings, and specifications.
- Provide project inspection and contract administration services.
- Monitor, collect, and interpret data required to evaluate the successful implementation of a project.
- Communicate project information to Township residents or other stakeholders. This could involve preparing communications, organizing, and attending public information sessions, and addressing inquiries from residents.
- Perform quality assurance for O&M manuals, drawings, equipment control narratives, and other documents which may be generated during a project.

Level Matrix:

The responsibilities and duties listed below apply to all three levels of Environmental Technician, but each level is expected to achieve a different minimum standard. The following table outlines the level of competence, support, and autonomy which will be expected of, or provided to, each different level.

Level I	Level II	Level III
Competence		
Has all necessary knowledge & skills and successfully applies them to jobs and tasks; motivated to gain competence; complex tasks/issues deferred to others	Knowledge & skills frequently exceed requirements of level I; strive to gain competence; addresses complex tasks/issues with assistance	Knowledge and skills frequently exceed requirements of level II and are expertly applied; motivated to participate in succession planning; addresses complex tasks/issues independently save for exceptional circumstances
Independence		
Requires supervision; uses good judgement to make suggestions; will act without direction as ability and authority permits	Occasional supervision; makes good quality suggestions consistently; takes action without direction in most cases and can act independently within limits of authority	Limited supervision; Makes valuable and creative suggestions independently; demonstrates consistently successful outcomes as a result of independent actions
Support needed to complete tasks		
Some work without assistance	Broad range of work with occasional assistance	All work functions with very little assistance
Quality of Work		

Work requires review prior to finalization	Consistently achieves high quality results. More difficult tasks reviewed prior to finalization	Achieves consistently excellent quality results; Little review of work required, and few corrections expected
Level of Autonomy		
Not authorized to deviate outside standards	Authorized to discuss alternative solutions and make changes on a limited basis with prior approval	Authorized to discuss alternative solutions and make changes on a limited basis with prior approval

General

- Must stay current in knowledge and skills and have self-motivation to engage in ongoing professional development.
- Responsible as an employee for health and safety, including working safely within requirements of legislation and policies, reporting hazards, and maintaining a safe and clean environment.
- Provide services to both internal and external customers in a timely and courteous manner.
- Work effectively as part of a team, demonstrating good interpersonal skills, tact, and diplomacy.
- May be required to work independently at remote locations with little supervision.
- May be required to oversee contracted equipment and Township personnel.

WORKING RELATIONSHIPS:

Internal: Daily communication with personnel in other divisions / departments such as Utilities, Building, Planning, Customer & Community Services (Public Works and Recreation), Corporate Services (Admin, IT, Bylaw) and Business Services (Finance)

External: Frequent liaison with hired contractors, developers, and consultants. Frequent dealings with the public investigating complaints / inquiries and resolving concerns / problems in the field through personal contact.

WORKING CONDITIONS:

- Will be working in an office setting frequently. May be seated for extended periods (2-3 hours) but with the ability to take breaks.
- Frequent and regular local travel required. Access to a reliable personal vehicle, insured for work purposes, is required.
- Frequent and regular outdoor work in various and changing weather conditions that include but is not limited to snow, rain, hot and cold temperatures, and wind.
- Additional hours beyond the normal working day due to project demands may be

required.

- Occasionally may be required to attend meetings, programs, seminars, events which may take place at different facilities requiring travel.
- Occasional moderate physical exertion.
- Work may include locations with exposure to sensory elements including waste materials and smells.

The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.

Loyalist Township values a diverse workforce and looks to attract and retain people who will work together to provide excellent service to our residents, visitors, business partners, and each other. If you are looking for a rewarding opportunity to work with a team of professionals dedicated to promoting the quality of life and prosperity of our community, come join us!

In accordance with the Accessibility for Ontarians with Disabilities Act, Loyalist Township is pleased to accommodate the individual needs of applicants with disabilities within the recruitment and selection process. Please contact the Human Resources team at hr@loyalist.ca or 613-386-7351 ext. 149 if you require accommodation.