

You may apply in complete confidence by emailing your resume and a cover letter in MS Word or Corel WordPerfect to brenda@tarpondscleanup.ca quoting Job Number STPA2008-08 in the subject line of your cover letter and email. **Deadline for submission is November 26, 2008 at 4:30 p.m.**

Environmental Engineer/ Specialist

1. Overall Purpose

The Environmental Engineer/Specialist is primarily responsible for managing project design element environmental activities and ensuring that the project meets environmental, and other regulatory requirements and standards through regular compliance monitoring. The Environmental Engineer/Specialist will also provide support to the environmental services group on general environmental issues as required.

2. Specific Accountabilities

The Environmental Engineer/Specialist will be involved in the cleanup of the Tar Ponds and Coke Ovens from design through to final cleanup. The Environmental Engineer/Specialist will:

- Be involved in the cleanup of the Tar Ponds and Coke Ovens from design through to final cleanup, and will use high-standard expertise to recommend solutions to complex environmental and project problems.
- Be responsible for overseeing some of the construction activities during the Tar Ponds and Coke Ovens cleanup. This will involve managing at least one contract, and overseeing activities of contractors.
- Be responsible for reviewing contract designs and contract documents prepared by engineering consultants, and for reviewing and recommending revisions to contract specifications, standards, and practices.
- Review and administer contracts and change orders for processing, approvals, and execution.
- Research and analyze data, and prepare management reports and recommendations on procedures relating to contract change orders and consultant agreement amendments, in order to ensure schedule and budget is maintained.
- Perform environmental inspections on field operations to ensure compliance to federal and provincial legislation, and applicable municipal bylaws, and provide expertise to governmental staff correcting non-compliance with legislation and bylaws.
- Review all relevant environmental legislation for Nova Scotia and other federal and provincial jurisdictions to determine appropriate policy direction.

- Assess guidelines, standards and specifications to ensure responsible environmental practices.
- Review and update work schedules; maintain a tracking record of all activities pertaining to each contract; negotiate changes and additions to various contractual agreements; and confer with STPA staff, contractors, and design professionals to discuss and resolve matters such as complaints and construction problems.
- Provide ongoing liaison and communications with the consulting engineer on the day-to-day management of the project, and provide assistance to resolve issues and problems in a timely manner.
- Ensure that quality control is maintained on all project deliverables.
- Attend design and construction meetings as necessary, and consult with other STPA staff, contractors, consultants, and regulators.
- Performs related work as required.

Reporting Relationships

The Environmental Engineer/Specialist reports to the Manager of Environmental Services. From time to time, the Environmental Engineer/Specialist will also communicate with, and submit reports to the Project Director and the Director of Support Services.

4. Skills Required for the Environmental Engineer/Specialist

- **Judgment and Initiative** – This position requires a high degree of individual initiative, self-reliance, resourcefulness and motivation. The Environmental Engineer/Specialist must be able to consider the relative costs and benefits of potential actions to choose the most appropriate one.
- **Critical Thinking** – The Environmental Engineer/Specialist must use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Decision-Making** – The Environmental Engineer/Specialist makes decisions based on sound scientific and engineering expertise and research performed.
- **Communication Skills** – The Environmental Engineer/Specialist must have effective oral and written communication skills, and must be able to establish and maintain working relationships with the general public, co-workers, elected and appointed officials, and other government agencies.

- **Time Management** – The Environmental Engineer/Specialist must be able to effectively manage, and prioritize duties, and work under pressure.

5. Other

Other important information that will help applicants understand this job:

- The Sydney Tar Ponds Agency is an equal opportunity employer, committed to maintaining a workplace that is free from discrimination.
- The Sydney Tar Ponds Agency is a special operating agency established in 2004 to oversee the implementation of the 10-year, \$400-million cleanup of the Sydney Tar Ponds and Coke Ovens.
- The agency is responsible for all aspects of the cleanup, including project design, project management, procurement of goods and services, environmental assessment, occupational health and safety, community relations, and communications. The agency has two operating divisions: Engineering and Support Services. Both of these operating divisions has a director who reports to the agency's President.

6. EDUCATION, EXPERIENCE AND CORE SKILL REQUIREMENTS

The Environmental Engineer/Specialist requires:

- A Bachelor of Engineering, or Bachelor of Science in Engineering Degree, and a minimum of five years of experience, or an equivalent combination of training and experience.
- Experience in designing and managing significant environmental assessment, remediation, or monitoring programs will be considered an asset.
- Experience in project management or contract management will be considered an asset.
- Requires a proven record of success working with consultants, contractors and project stakeholders.
- Proven ability to apply quality management principles and processes.
- Strong communication and presentation skills, both oral and written.
- Planning and organizational skills.

- Proven mediation and dispute resolution skills.
- Proven ability to build and maintain effective working relationships with the team, industry, government jurisdictions and the community