



<b>POSITION TITLE:</b>	Environmental Engineering Technician
<b>REVISION DATE:</b>	April 19, 2024
<b>REPORTS TO:</b>	Manager of Roads and Engineering
<b>POSITION SUMMARY:</b>	<p>This position is responsible for reviewing, analyzing, and compiling water and wastewater data, and comparing it to compliance and performance standards. This position is also responsible for coordinating and implementing the Municipality's Source Water Protection Plans and acting as a resource for water and wastewater operations.</p>

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TASK NO.	DESCRIPTION
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*Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The MEH reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.*

## JOB DUTIES & RESPONSIBILITIES

### 1. Regulatory Compliance Responsibilities (65%)

- 1.1. Data Review** - Review water and sewer data to ensure compliance with Nova Scotia Environment approvals; notify the appropriate Infrastructure and Operations staff member and Nova Scotia Environment if issues are present.
- 1.2. Report Presentation** - Compile data collected by Infrastructure and Operations staff, and complete quarterly and annual reports for water and sewer plants to be submitted to Nova Scotia Environment and Environment Canada.
- 1.3. Monitoring Plans** - Develop and update water monitoring plans for source water, treated water and effluent discharges from sewer plants and the waste management centre. Coordinate and participate in identifying, reviewing and recommending changes with monitoring plans with Infrastructure & Operations staff. This includes both surface and groundwater sampling as needed on a site-by-site basis.
- 1.4. Liaison** - Liaise with staff on environmental issues pertaining to municipal operating and withdrawal approvals.
- 1.5. Contingency Plans** - Develop, update, and review contingency plans and standard operating procedures for facilities with staff.

### 2. Source Water Protection Activities (20%)

- 2.1. Source Water Quality Monitoring (Surface and Groundwater)** - Collect water samples, compile results, and analyze trends in water quality.

- 2.2. **Watershed Implementation** - Implement watershed protection plans of an operational nature and work closely with the Planning & Development Department on protection measures related to zoning changes intended for a watershed protection purpose.
- 2.3. **Watershed Meetings** - Schedule and organize meetings on Watershed Source Water Protection. Develop and present information, build agendas, and record minutes for the Source Watershed Protection Advisory Committee.
- 2.4. **Budget Preparation** - Assist with the budget preparation for source water protection activities.
- 2.5. **Education** - Leverage the municipal website and social media to promote watershed protection. Facilitate educational tours and present watershed models to groups through direct requests and as time permits.

### 3. Cross Connection Control Activities (10%)

- 3.1. **Coordinate the active device list** - Coordinate the tracking of properties with devices, send out scheduled reminders for submitting testing certifications and any non-compliance notices.
- 3.2. **Technical data development** - Maintain and leverage a network of subject matter experts to keep municipal requirements up-to-date with applicable standards. Ensure any updates in standards will be communicated to both testers and applicable properties impacted.
- 3.3. **Education** - Leverage the municipal website and social media to promote the importance of CCC programming and benefits to overall water security.

### 4. Other Activities (5%)

- 4.1. **Coordinate Infrequent Initiatives** - Coordinate and participate in environmental-related projects as appropriate. (i.e. detailed water loss calculations, climate change action planning, coordinating limnology studies, rain yard programs, training, etc.)
- 4.2. **Survey Review/Completion** - Review draft water and sewer regulations, complete water and sewer related surveys, review changes in regulatory procedures, and provide comments as required.
- 4.3. **Other Duties** - Other duties as assigned by the Manager that includes, but is not limited to, preparing reports and researching data.

## REQUIRED QUALIFICATIONS AND TRAINING

### *Education and Experience*

- Two-year certificate at a community college in Environmental Engineering Technology (Water Resources) or a related field.
- Minimum of 2 years experience in a related field.
- Efficient and accurate written communication skills including report writing and the development of educational materials.
- Confident verbal communication skills such as facilitating productive meetings and report presentations.
- An equivalent combination of education and experience will be given consideration.

### *Knowledge, Skills, Abilities*

- Knowledge of watershed protection issues, Provincial and Federal regulations, and able to interpret legislation is preferred.
- Ability to use Microsoft Excel and PowerPoint at an advanced level.

**Working Environment**

- This position qualifies for overtime pay and may require some occasional overtime.
- This position uses a computer approximately 75% of the time.
- Must have a valid class V driver's license and access to a vehicle.

**Approval of Job description**

<i>CAO's signature</i>	<i>CAO's Name (print)</i>	<i>Date:</i>
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**Job Description has been received and job duties reviewed with me**

<i>Employee's Signature</i>	<i>Employee's Name (print)</i>	<i>Date:</i>
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