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## Job Specification

**Position Title:** DISTRICT SUPERVISOR  
**Job Code:** MCP - Resources Planning Mgt PM-19, PRP19  
**Job ID:** 20229

### Purpose of Position:

To work with the District Manager in the planning, development, implementation and supervision of District program delivery planning activities. To plan, organize, implement and coordinate industrial, municipal and private pollution abatement, and waste management programs within the District in support of Ministry Acts, Regulations, policies and guidelines. To provide supervision/leadership to staff/multi-disciplinary teams involved in environmental projects as well as to give supervision/technical direction and guidance to staff on dealing with environmental issues.

### Duties/Responsibilities:

In the District Office which is the first point of contact, and the "one window" into the Ministry in dealing with assessment, response, approval and outreach demands, and for providing timely quality service to the public, business, industry and government agencies while ensuring business goals of environmental protection, compliance and conservation are achieved, the Area Supervisor:

1. Participates/assists in leading and coordinating District Office program delivery activities to facilitate the incorporation of the Ministry and Divisional business plan requirements into the District Office Integrated Compliance Plan, and to support the monitoring, evaluation, reporting and implementation of an efficient, effective and consistent program delivery throughout the District Office (e.g. the development, monitoring, recommendation, implementation and reporting of program performance targets/ measures, the development of guidance materials, the identification of process streamlining opportunities, the determination of resource requirements, etc.).
2. Identifies program delivery priorities, including response to and follow up of complaints, spills, orders and Certificates of Approvals and Permits. Monitors use of resources to address program delivery priorities, shifting priorities and emerging work load pressures and recommends work plan adjustments and changes in the organization/staffing to address program needs and priorities.
3. Supervises staff by making decisions and /or effective recommendations to District Manager on: recruitment/hiring, promotion, demotion, dismissal recommendations, disciplinary actions, merit increases, grievances, health and safety issues, new positions/reclassifications, performance appraisals, leaves, training needs, etc. Participates in HR management activities through the identification of HR requirements that support the implementation of work plans. Promotes a working environment that fosters openness, a team approach to accomplishing tasks and achieving objectives, and quality service standards.
4. Manages the staff responsible for carrying-out inspection/audit and survey activities for waste disposal sites and systems, and wastewater treatment plants, industrial, commercial, institutional, and agricultural sites. Oversees the preparation/issuance of various reports on the analysis of findings; the determination of compliance with instruments, legislation, policies, guidelines, and Certificate of Approval and Permit requirements; and the need for abatement/enforcement activities. Ensures the implementation of required abatement programs, in accordance with the PRPIR, compliance guidelines and delivery strategies, and within the appropriate time frames. Negotiates the details of more complex abatement programs including compliance dates.
5. Oversees the staff undertaking the review, and assessment of administrative, technical and operational reports to determine compliance with Certificates of Approval, permits, inspection reports, and regulated compliance requirements, to identify the need for legal instruments to support compliance, conformance and/or correction of environmental issues as required under the Ministry of Environment legislation and policy requirements. Provides technical guidance and direction to staff in dealing with these reviews and assessments. Negotiates, mediates and consults with stakeholders and internal/external experts. Supports the appeal process.

6. Supervises staff dealing with the assessment of individual complaints related to environmental and public health concerns through the review of pollution incident reports against policies, guidelines and regulations, the conduct of assessment and/or the conduct of a survey pollution sources. Oversees the analysis of findings and the determination of compliance and needs. Makes decisions regarding enforcement actions, including initiating enforcement under POA and/or makes recommendations on IEB investigation for purposes of prosecution. Monitors the development, by staff, of abatement plans and actions to ensure timely environmental protection for the public and the regulated community. Provides expert testimony and evidence on environmental issues, controls, and legislation, in support of legal proceedings.
7. Coordinates the response to spills and environmental emergencies/issues involving negotiations with industrial or municipal clients (e.g. air pollution, water contamination, adverse effects caused by environmental spills, etc.). Supervises the activities of the team responsible for the assessment/management of spills/emergencies (e.g. level of response, the monitoring regime, clean-up efforts, support, guidance, authorization and orders in regards to the Ministry's mandate to responsible party and/or lead agency, etc.). Reviews and assesses with staff, company proposals and detailed recommendations to achieve site cleanup objectives. Ensures appropriate staff follow-up, and determines need for support from the Issues Project Coordinator in managing the spill. Monitor staff responsible for documenting, initiating and following -up on any required abatement/enforcement activities.
8. Participates in the Ministry approvals processes including: pre-consultation for approvals and environmental assessments, input/clearance for EAAB and Regional approvals as well as the issuance of approvals (e.g. District approvals under Part V, generator numbers, Directors instructions, modifications under Cs of A, etc.) and quasi approvals (e.g. lender liability, mine closure, planning reviews in NR, Ops/OPA, NEC., etc.).
9. Provides the district perspective in the development of policy by reviewing and coordinating District input to the regional review of policy initiatives and identifies the need for new policy.
10. Represents the Ministry on various inter/intra-ministry and external committees/working groups which may include industrial and municipal representatives and elected officials, OPS ministries, First Nations, other governments, consultants, the public, etc., to: make presentations on/provide sound technical advice on pollution abatement methods; provide guidance on regulatory requirements such as environmental assessment requirements, registration, manifesting waste, etc; promote new/existing Ministry's programs/initiatives; respond to media and public inquiries and consults with District Manager on highly contentious/politically sensitive issues; provide expert testimony and evidence on environmental issues, controls and legislation, in support of legal proceedings.
11. Participates in/assists in the identification of Information Management and Local System Support needs for the District Office to ensure development and application of business tools including: ORIS, IDS, PCB sites, hazardous waste transfers, closed & open WDS, financial assurance, lawyers letters, FOI requests, correspondence, index of records, lender liability agreements, etc.). Makes recommendations for convenient retrieval of information necessary to respond to issue/information requests.
12. Manages some aspects of program support/administrative services, including: the development of funding proposals; preparation of Requests For Proposals (RFPs) for the retention of external consultants/experts to carry out environmental assignments/projects; negotiation of contractual agreements; monitoring of service levels, relationships and the evaluation of performance. Authorizes expense accounts, purchase orders and petty cash disbursements. Co-ordinates staff vehicle usage and maintenance, ensuring safety requirements are met.
13. Prepares and reviews letters for the Ministers signature and other correspondence/reports on behalf of senior management. Drafts, reviews and approves house notes, briefing notes, and other documents used to brief senior management. Coordinates District Office response to queries and data requests from regional and head offices with respect to environmental issues and projects.
14. Assists the District Manger in the administration of district activities and acts for the District Manager as required.
15. Performs other duties as assigned by the District Manager.

**Knowledge:**

Thorough knowledge/understanding of: Ministry program/policy development and evaluation processes, business/operational plans, ministry core business functions, business plan goals/objectives as well as Ministry operations to assist in the lead/coordination of the District Office program delivery activities. Comprehensive knowledge of the application of Ministry legal instruments (e.g. Certificates of Approval, permits and licensing processes, Provincial Officers Reports, Provincial Officer Orders/other Orders, Ministry appeal processes, etc.) to manage compliance; abatement technologies & practices (e.g. air pollution control, wastewater treatment, waste management, etc.) to manage/address environmental

problems. Knowledge/understanding of applied sciences (e.g. hydrogeology, biology, chemistry, phytotoxicology, engineering) and industrial/agricultural process as it applies to environmental situations. Knowledge of Ministry compliance tools/legislative framework (e.g. EPA, OWRA, PA, EAA, EBR, etc.) legal proceedings, PRPIR practices/procedures and knowledge of spill response procedures and the role of other agencies responding to spill situations to: to develop abatement plans, support the appeal process, support compliance, give expert testimony, address environmental emergencies/re-mediate spill situations, lead the District Offices pre-consultation approval process, etc.

Understanding of ministry/OPS policies, practices and procedures, collective agreements, relevant legislation and guidelines associated with human resources management to: effectively manage staff, and respond to labour relations matters; to monitor service levels of external consultants/specialists, and to evaluate their performance. Knowledge of management theories/practices as they apply to the OPS to manage and develop staff.

Knowledge of Ministry/OPS fiscal and procurement practices/policies/procedures to develop funding proposals, draft RFPs for the retention of external consultants/experts, manage the negotiation of contractual agreements and manage the acquisition of physical assets, fleets, accommodations, and authorize expense accounts, purchase orders and petty cash disbursements; knowledge of Workforce Information System (WIN) sufficient to initiate processing of specific HR information.

Knowledge of information management systems including computer skills and ministry databases to produce reports, spreadsheet, graphics, presentations, etc.; Ministry IT policy/practices to participate in the identification of Information Management and Local System Support needs for the District Office.

Business planning and analytical skills to assist in the lead/coordination of the District Office program delivery activities. Issues management/project management skills to: lead/supervise the assessment of individual complaints related to public health and environmental concerns; lead/coordinate activities related to the response to spills and environmental emergencies/issues. Inspection/audit skills to coordinate the assessment and investigation activities related to pollution incident reports.

Consultation, facilitation, negotiation, mediation, to: build stakeholder relationships; serve as liaison in environmental issue analysis; make presentations to industrial and municipal representatives, First Nations, and elected officials, etc., on ministry's position with respect to environmental issues; provide guidance on regulatory requirements; promote new/existing ministry's programs/initiatives. Excellent communication skills to: make presentations, respond to media/public enquiries; prepare/review letters for the Minister's signature and other correspondence and/or reports for senior management; to prepare issues reports, briefing notes, project status reports, etc. Leadership/supervisory skills to supervise/provide leadership to staff/project teams, build consensus within the team/District Office.

### **Judgement:**

Position works under the direction of the District Manager and within the broad framework of legislative authorities and approvals processes. Judgment and independent decision making is exercised through the lead and coordination of the District Office program delivery activities; provision of input and evaluation on the effectiveness of the ministry's policy/program development activities/operational plan; development of policies. Position requires judgment in managing/monitoring compliance with instruments, legislation, policies, guidelines, and Certificate of Approval and Permit requirements; determining need for legal instruments to support compliance, conformance and/or correction of environmental issues and/or circumstances. Position supervises the assessment of individual complaints related to environmental and public health concerns, makes decisions on/initiates enforcement actions and makes recommendations on IEB investigation for purposes of prosecution. Position exercises judgment through the development of abatement plans. Position requires evaluating/resolving contentious and sensitive environmental issues with affected stakeholders. Judgment is required in the application of human resources management legislation, policies, practices and guidelines in managing staff and providing leadership to project teams.

### **Accountability - Programs:**

Position is accountable for assisting in the lead/coordination of the District Office program delivery/work planning activities. Accountable for the planning, implementation and coordination of industrial, municipal and private pollution abatement, and waste management supply programs within the District in support of Ministry Acts, Regulations, policies and guidelines. Responsible for overseeing the enforcement of pollution control legislation, recommendations for prosecution, issuance of approvals, Provincial Officer Orders, Environmental Penalties, Director's orders, etc. Accountable for the technical quality of inspection reports, other technical reports and sound recommendations on proposed abatement plans. Position provides direct supervision/leadership to staff and multi-disciplinary teams and is accountable to provide technical direction and guidance to staff on dealing with environmental issues/involved in environmental projects.

**Accountability - Personnel:**

Supervises Sr. Environmental Officers within delegated authority, collective agreements, OPS legislation, policies, practices and guidelines. Position makes recommendations or decisions, as delegated, on recruitment/hiring, promotion, demotion, dismissal effective recommendations, disciplinary actions, merit increases, grievances (at first stage and participating in further stages), health and safety issues, new positions/reclassifications, performance appraisals, leaves, training needs, etc.

**Accountability - Finance & Material:**

Develops funding proposals. Prepares Requests For Proposals (RFPs) for the retention of external consultants/experts to carry out environmental assignments/projects. Authorizes expense accounts, purchase orders and petty cash disbursements.

**Accountability - Impact of Errors:**

Failure to implement appropriate action, to provide appropriate advice or to enforce legislation could cause health/environmental hazards. Inferior reports and incorrect technical conclusions and recommendations could also result in unnecessary expenditures to the public and private funds, environmental damage and serious loss of ministry credibility with industrial and municipal clients and the general public.

**Contact - Internal:**

Frequent contact with Ministry management, professional/technical staff within the District Office, other District staff, supervisors and managers, the Region to: provide advice, exchange information, resolve issues of mutual interest; consult and participate in the development of program/policies. Frequent contact with divisional colleagues to facilitate Divisional priority setting and establishing common business practices resulting in consistent program delivery and follow through by staff. Regular contact with Ministry/other ministries senior staff to discuss matters/issues; participate in program delivery activities, and work planning.

**Contact - External:**

Regular contact with industrial and municipal officials, First Nations, consultants, planners, lawyers, the media, the general public, other governments, to: make presentations on ministry's position with respect to environmental issues; develop abatement programs; provide guidance on regulatory requirements; promote new/existing ministry programs and initiatives; respond to media and public inquiries; develop and foster partnerships and participate on public liaison committees or working groups.