

Imagine a career with the Regional District of Fraser-Fort George. We have been building strong communities in north-central British Columbia for the past 50 years. The northern capital of Prince George offers a full complement of educational, recreational and cultural facilities and a vast array of outdoor recreational opportunities. We have a great opportunity to join our team of passionate professionals and shape environmental services.

## **Manager of Environmental Programs Permanent, Full-Time**

Reporting to the General Manager of Environmental Services, the Manager of Environmental Programs plays an integral role in providing leadership and supervision to the Environmental Services team, as well as developing, implementing, and maintaining environmental strategies, programs, plans, policies and bylaws.

We are seeking a seasoned professional that has a successful track record in working as part of a team in a fast-paced and dynamic work environment. The ideal candidate would have technical knowledge and experience relating to solid waste management, waste diversion programs, landfill and transfer station operations, small water distribution systems, small waste water collection and treatment systems and regional parks services, coupled with a demonstrated ability to build and maintain strong partnerships, as well as proven skills in project and budget management.

If you have a university degree in an appropriate discipline and five years' experience in the planning and operation of environmental services programs or an equivalent combination of education, experience, training and certification, we are looking for you.

The Regional District of Fraser-Fort George offers a competitive salary and a comprehensive benefits package.

For further details regarding the specific career opportunity, please visit our website at [www.rdffg.bc.ca](http://www.rdffg.bc.ca). To find out more about why Prince George is a great place to live, work and play visit *Move Up Prince George* <http://moveupprincegeorge.ca/about/choose-prince-george/>

Review of applications received will commence on April 24, 2017. We look forward to receiving your resume. The competition will remain open until a successful candidate is found or until otherwise advised on our website.

Please forward your resume with covering letter to:

**Marie St. Laurent, CPHR  
Manager of Human Resources  
Regional District of Fraser-Fort George  
155 George Street  
Prince George, BC V2L 1P8**

**Telephone No: 250-960-4414  
Confidential Fax: 250-563-7520  
E-mail: [hr@rdffg.bc.ca](mailto:hr@rdffg.bc.ca)  
Website: <http://www.rdffg.bc.ca>**

---

## MANAGER OF ENVIRONMENTAL PROGRAMS

### JOB SUMMARY:

The Manager of Environmental Programs coordinates, organizes, leads and directs a wide range of services, programs and projects in the area of solid waste management, utility services and parks. Under general direction the Manager monitors the quality of services and works closely with managers, staff, contractors, regulatory agencies, media and the general public to provide policy analysis, information, data interpretation, professional advice and recommendations concerning a wide range of issues within their areas of responsibility.

The Manager of Environmental Programs supervises assigned employees and monitors the performance of contractors and supply/service contracts to achieve required outcomes.

The Manager of Environmental Programs reports to the General Manager of Environmental Services and is an active participant of the Regional District's management team.

### TYPICAL DUTIES:

1. Manages the day-to-day operations of the Environmental Services Department and ensures completeness and accuracy of departmental work.
2. Monitors the quality of service provided by ensuring that employees and contractors adhere to clearly defined performance objectives and evaluates diverse operational alternatives against technical feasibility.
3. Supervises, reviews and coordinates the work of assigned employees and conducts employee performance development.
4. Prepares confidential and public reports to the Board of Directors, Board Committees, managers and other staff.
5. Prepares presentations and presents to the Board, staff, external agencies and the public on a variety of matters.
6. Prepares and maintains operating and capital budgets, and assists others with budget analysis.
7. Establishes and maintains effective business relationships with elected officials, staff, contractors, regulators, media and the general public.
8. Represents the Regional District at a variety of public, technical, and other meetings, including the organization of such meetings where necessary, and liaison with groups and agencies.
9. Answers public inquiries and investigates and resolves general complaints.
10. Oversees the operation of the Environmental Services Department in the absence of the General Manager.
11. Other duties as assigned.

### KNOWLEDGE:

1. **Considerable knowledge** of methods, techniques and best practices used in the operation of solid waste management services and systems, water and wastewater treatment and distribution systems, regional parks management and environmental protection.
2. **Considerable knowledge** of staff supervision, performance evaluation and development, and discipline.
3. **Reasonable knowledge** of federal and provincial legislation, regulation, codes and policy pertaining to environmental management and protection.

4. **Reasonable knowledge** of regulation and policy concerning the work, including occupational health and safety processes and regulations.
5. **Reasonable knowledge** of local government financial planning and analysis, business planning, budgeting, procurement and risk management.

**SKILLS and ABILITIES:**

1. Demonstrated ability to work diplomatically and effectively with others and establish and maintain effective working relationships with other employees, managers and external contacts.
2. Excellent written communication skills including the ability to prepare correspondence, reports, manuals and business cases.
3. Excellent verbal communication skills including the ability to make presentations to a wide variety of audiences.
4. Excellent leadership skills with a demonstrated ability to lead a team and develop staff potential.
5. Ability to set priorities and coordinate the work of others to ensure timely completion, while working under pressure to meet regular deadlines.
6. Ability to think creatively, develop innovative solutions and exercise good judgment.

**QUALIFICATIONS:**

1. Post-secondary degree in Environmental Studies or related field experience plus five (5) years prior job-related experience in a government setting including a minimum of three (3) years' experience in a supervisory capacity, or an equivalent combination of training and experience.
2. Solid Waste Management Association of North America certification in appropriate disciplines or equivalent training and experience.
3. Environmental Operators Certificate in Small Water Systems and Small Wastewater Systems or BC Water and Wastewater Association certification and/or BC Groundwater Association certification in an appropriate discipline or equivalent training and experience.
4. Certificate in Local Government Management or Local Government Administration an asset.
5. Registration as a Registered Professional or demonstrated progress towards such designation is an asset.
6. Parks and Public Works certification would be an asset.
7. Valid Class 5 BC Driver's License.