



MOHAWKS OF THE BAY OF QUINTE

KENHTEKE KANYEN'KEHÁ:KA

HUMAN RESOURCES, ADMINISTRATION BLDG.
24 Meadow Drive, Tyendinaga Mohawk Territory, ON K0K 1X0
Phone 613-396-3424 Fax 613-396-3627

EMPLOYMENT OPPORTUNITY – INTERNAL/EXTERNAL POSTING

Environmental Services Supervisor– Community Infrastructure – Permanent Full Time Pay Rate –\$25.71 per hour

Job Summary:

Reporting to the Director of Community Infrastructure, the Environmental Services Coordinator position is primarily responsible for planning, development, and implementation of environmental programs and services for the community. Including providing oversight for the curbside waste collection and recycling program and undertaking required environmental reviews for new and annual business registration renewals.

The position is considered a managerial position with responsibilities and competencies required for the financial, human and material resources aspects of the position. Responsibilities include:

- Planning, designing and delivering environmental programs and services
- Developing and advising on policy, by-laws, codes and standards for environment as required
- Determining and developing long term environment development plans and strategies where required
- Advising colleagues in other departments and members of the community on environmental code compliance as required
- Reviewing business registrations for new and annual business registration renewals for environmental code compliance.
- Actively pursuing funding opportunities at all levels of government for environmental projects and initiatives
- Completing relevant Indigenous Services Canada (ISC) environmental reporting requirements including but not limited to Asset Condition Reporting System (ACRS), First Nations Infrastructure Investment Plan (FNIIP) and the Integrated Capital Management System (ICMS)
- Assessing and determining environmental screening requirements for infrastructure projects to ensure project administration complies with reporting requirements of ISC and other funding agencies;
- Working with Community Services program to review environmental assessment notice reviews from outside agencies seeking input from MBQ.
- creating and maintaining appropriate department filing system for inspections, investigations, and projects files
- planning, administering and monitoring program budgets and funding agreements;
- completing purchase orders and other financial documentation;
- assists with the development of policies, objectives and standards for the section;
- providing oversight for curbside waste collection and recycling program, including evaluating the performance of staff, volunteers and students when required, determining training and equipment needs as required;

Essential Requirements, Skills, and Other Requirements:

- Graduation from a post-secondary program in Environmental Technology or related field;
- Two years' experience supervising and directing staff;
- Minimum 3 years' experience working in the field in an organization or First Nation setting;
- OR a combination of education, training and experience which demonstrates the ability to complete the required duties of this position;
- Knowledge of the theories and principles associated with environmental issues;
- Knowledge of relevant Federal and Provincial environmental legislation, best management and mitigation practices;
- Knowledge of data collection methodologies and procedures for soil, ground and surface water;
- Knowledge of environmental audit and evaluation processes, Phase I, II and III environmental site assessments methodologies would be an asset;
- Excellent and concise written communication, verbal and interpersonal skills;
- Excellent organizational and computer based skills;
- Excellent public relation skills;
- Good analytical, discretionary and thinking skills;
- Will be required to provide a clear vulnerable sector check, and driver abstract.

COVID-19 considerations:

Interviews will be conducted remotely. We are fully compliant with guidelines set by the ministry of health to provide a safe workplace.

All qualified candidates are encouraged to apply, however, current staff or members of Mohawks of the Bay of Quinte and Indigenous applicants will be given priority and are asked to self-identify.

DEADLINE FOR APPLICATIONS: October 29, 2021 at 4:30 p.m.

IN PERSON OR BY MAIL: R.R. #1, 24 Meadow Drive Tyendinaga Mohawk Territory K0K 1X0	BY PHONE OR FAX: Phone: 613-396-3424 Fax: 613-396-3627	BY EMAIL: careers@mbq-tmt.org Or Visit our Website: www.mbq-tmt.org
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