

JOB SUMMARY

Reporting to the Environmental Technician – Solid Waste, the Environmental Assistant will assist technical staff with field and office work such as sampling, calibration of field equipment, verification of data, data entry and supporting environmental compliance initiatives. May also assist the Environmental Coordinator with public education and events.

DUTIES / RESPONSIBILITIES

- Assists in monitoring, sampling and analyzing groundwater, surface water and landfill gas
- Assists in the maintenance and calibration of instrumentation and the lab
- Updates computer-based records, spreadsheets and other documents as needed
- Assists with weekly inspections in solid waste management facilities operations
- Prepares reports, both written and verbal
- Responds to public enquiries regarding environmental monitoring
- Assists solid waste management staff with policy and procedure development
- Works in compliance with the Regional District of North Okanagan safety policies and WorkSafeBC regulations
- Maintains harmonious working relationships with Regional District staff, elected officials, members of the business community and the general public
- Performs other duties as may be assigned from time to time

SUPERVISION RECEIVED AND EXERCISED

Immediate Supervisor:	Environmental Technician – Solid Waste
Positions directly supervised:	n/a
This position is responsible for:	
<input type="checkbox"/> Assigning work	<input type="checkbox"/> Reviewing work
<input type="checkbox"/> Evaluating work	<input type="checkbox"/> Disciplining employees
<input checked="" type="checkbox"/> Not applicable	

KNOWLEDGE, ABILITIES AND SKILLS REQUIRED

Education:	<ul style="list-style-type: none"> ▪ Enrolled in or a recent graduate from a post-secondary program in environmental studies or water science, or a related field
Experience:	<ul style="list-style-type: none"> ▪ Six months of experience with the public and/or in a water related field
Licenses / Certificates / Registrations:	<ul style="list-style-type: none"> ▪ Valid Class 5 BC Driver's License ▪ WHMIS Training
Specific Skills:	<ul style="list-style-type: none"> ▪ Ability to respond to the public with tact and diplomacy ▪ Ability to work alone with limited supervision ▪ Physically fit and capable of lifting equipment, coolers and samples ▪ Ability to work outdoors in all kinds of terrain and weather ▪ Sound working skills in the use of MS Office programs (Word and Excel)
Special Requirements:	<ul style="list-style-type: none"> ▪ May be required to work outside the normal working hours, including weekends, from time to time

CLASSIFICATION

Wage Level 2

JOB DESCRIPTION

Effective date: January 8, 2020