

MATAWA FIRST NATIONS MANAGEMENT



FOUR RIVERS ENVIRONMENTAL SERVICES GROUP

Job Description

Environmental Technician

PURPOSE OF THE POSITION

Established in 2011, the Four Rivers Environmental Services Group (FRG) provides environmental advisory and technical services, **centered in supporting self-sufficient and self-reliant communities**. Key services focus in the areas of Project Management, Communications & Engagement, Geospatial Information Systems & Mapping, and Environmental Services.

FRG employees operate in a team environment, where tasks are shared between team members based on individual team member strength, availability and operational need. At this time, FRG requires the skills of an Environmental Technician, who will work under the general supervision of the Manager, Four Rivers Environmental Services Group (Manager of FRG), and/or his/her designate, and will work as part of a team to deliver Four Rivers programs.

SCOPE

Matawa First Nations Management (MFNM) is the parent organization to FRG. FRG carries out projects and initiatives both on behalf of MFNM and wholly owned subsidiaries of MFNM, including Four Rivers Inc. Those projects and initiatives of MFNM, which are publicly funded and in service of the Matawa member First Nations, are referred to as the operations of Four Rivers Matawa. Those projects and initiatives of Four Rivers Inc., which are for-profit and in service of any community or group, are referred to as the operations of Four Rivers Inc. The Environmental Technician will support the advancement of any project or initiative affiliated with FRG, and well as support initiatives associated with Matawa First Nations Management's affiliate corporations where applicable.

The FRG was initially established to support Matawa member First Nations in environmental stewardship and capacity building for resource development. Over the years, FRG has developed into a team of dedicated and enthusiastic professionals from a wide array of experiences and backgrounds. The team supports a large number of projects and initiatives across northern Ontario. FRG strives to deliver services that are community-centered and innovative.

RESPONSIBILITIES

*NOTE – The Environmental Technician responsibilities are subject to a restructuring plan that is underway to meet organizational growth and new service demands, therefore change is imminent.

The Environmental Technician will be assigned tasks and projects by a Manager of FRG in accordance with their expertise as well as departmental need. Their workload will be evaluated regularly and updated as needed.

The Environmental Technician will assist with the delivery of Four Rivers programs through research, development, outreach, and communication initiatives. Responsibilities include:

1. Assist with the Coordination and Delivery of Environmental Programs

- Develop information materials (ranging from fact sheets to presentations) on various environmental/field topics;
- Participate in the planning and development of various lands and resource projects for FRG clients (including the Matawa member First Nation communities);
- Complete and submit proposals for a range of environmental projects within the Matawa member First Nations and throughout northern Ontario;
- Conduct research for various projects, ranging from desktop literature reviews to completing lengthy remote field stints;
- Travel to FRG client communities regularly to carry out projects and programs, and to deliver information, presentations, and training on various environmental topics/projects;
- Assist in work planning, financial management and project reporting as directed by the appropriate project and/or FRG Manager; and,
- Support coordination of assigned projects, programs or initiatives.

2. Assist with providing Community Support, Training and Mentoring

- Provide technical support and expertise to FRG clients regarding day-to-day requests for lands and resource information, project impacts, and technical information analysis;
- Provide training/outreach on environmental science, environmental monitoring, environmental assessments, freshwater habitats, ecosystem health, land and resource management, GIS/GPS, land use planning, environmental site assessment, and contaminated sites; and,
- Support FRG clients, First Nation community members, youth, and MFNM staff in environment or lands and resource capacity building.

3. Quality Assurance and Quality Management (QA and QM) Systems Support

- Assist in the coordination of Quality Assurance and Quality Management Systems and facilitate employee compliance; and,
- Document/develop/follow field and data protocols as required to support environmental programs, projects and processes.

4. General

- Assist with the development and delivery of Four Rivers' programs;
- Assist with preparation of general correspondence and reports as required;
- Attend meetings as requested and required;
- Assist with the preparation of proposals and funding applications for various environmental programs or projects as required;
- Assist with the development and delivery of training initiatives;
- Adhere to the Matawa Quality Management System requirements (including Matawa and FRG Health and Safety protocols and standards) and participate in the maintenance and advancement of department standards;
- Support Four Rivers staff, environmental programs and the Matawa member First Nation communities; and,
- Travel to road-access or remote (air accessible) First Nation communities if required.

5. Lead Assignment

- The Environmental Technician will be assigned a theme(s) under the Four Rivers Leads Table, which is currently under development. This assignment pertains to the maintenance of instructional, standards or procedural information related to their responsibility category and they will be the point person within Four Rivers, related to their theme. This assignment will be evaluated regularly and updated as needed.

6. Additional duties as requested or required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Diploma/Degree in environmental science or engineering (or related field) or 5-10 years of experience as an environmental technologist (or similar background);
- A good multidisciplinary background and understanding of biology, geology, geography, and environmental studies;
- An excellent understanding of First Nations environmental issues and concerns, as well as land, resource and environmental planning;
- An excellent understanding of potential environmental effects of developing large and small-scale projects in northern Ontario, including mining developments;
- Project management experience would be considered an asset;
- Experience with GPS and GIS (ESRI ArcGIS) would be considered an asset;
- Knowledge of First Nations governments, culture, traditions and lifestyles;
- Experience working with First Nations;
- Teaching and presentation experience would be an asset; and,
- Knowledge of the methods and techniques of collecting, analyzing and reporting data, especially environmental and/or natural resource data would be an asset.

Skills

The incumbent must demonstrate the following skills:

- Excellent communication (oral and written) skills;
- Excellent organizational and multi-tasking skills;
- Excellent interpersonal skills;
- Must have strong analytical, evaluation and assessment skills, and fluency in basic computer applications, including Microsoft Office and PowerPoint;
- Ability to speak and understand Ojibway/Cree would be considered an asset; and,
- Possession of a valid Ontario Driver's License.

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Environmental Technician. The incumbent must also demonstrate the following personal attributes:

- Must value flexibility, adaptability, and working in a team environment;
- Must be self-motivated and able to work independently, with minimal supervision and general instructions;
- Must take initiative when performing duties;
- Ingenuity and interest in expanding community access to GIS applications and functionality;
- Reliable; and
- Punctual.

FRG's work environment is ever changing, with great variability of projects and day-to-day responsibilities. The Environmental Technician must be able to understand and thrive in the culture of FRG that is one of flexibility and adaptability. Individuals who value structure and repetition in their role will not be satisfied working with the FRG.

WORKING CONDITIONS

The Environmental Technician will work primarily in an office setting and may also be required to travel to the field (i.e. First Nation communities, remote communities, wilderness, lakes/rivers, wetlands, heavily forested areas) to perform the roles and responsibilities associated with their position.

Physical Demands

The Environmental Technician may have to travel in all weather, in small aircraft or spend prolonged periods of time in a vehicle. They may have to lift, carry and manage office/field equipment and supplies. They may have to walk long distances outdoors over rough terrain, carrying heavy field equipment. They may have to wear specialized field or safety equipment which may be heavy and overly warm (i.e. steel toed boots, chest waders etc.). They, while outdoors, may be exposed to various insects, and weather conditions (hot, cold, rain, snow). They may have to work odd or long hours at a time to complete special requests or projects. They may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

Office setting:

The Matawa buildings may be busy facilities. The Environmental Technician may have to work with a number of people and projects at one time, and may be interrupted frequently to meet the needs and requests of Matawa First Nation Communities and the Four Rivers Environmental Services Group. They may find the environment to be busy, noisy and will need excellent organizational, and time/stress management skills to complete the required tasks.

Field setting:

The Environmental Technician may be required to work in various weather conditions (hot, rain, snow cold). They may have to work alone in remote environments and in the wilderness. Field work can be physically demanding (carry heavy loads, walking for long periods in rough terrain). They may be required to carry and use safety gear (i.e. first aid, radios, life jackets, GPS, compass, protective gloves or glasses) and navigate by map. They may have to work for long periods of time outdoors, and may be exposed to various insects and some remote camping. Occasional site visits may be required to industrial sites. All site-specific safety controls must be adhered to, along with site-specific safety training and equipment.

Sensory Demands

Sensory demands can include reading and the use of computers which may cause eye/wrist strain and occasional headaches. The Matawa office at times may be noisy and busy making it difficult for the Environmental Technician to concentrate.

Mental Demands

The Environmental Technician will have to manage a number of requests and projects at one time. They must be aware of Tribal Council policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with stressful situations. Travel and fieldwork may cause fatigue.

CERTIFICATION

<hr/> Employee Signature	Managing Director, Four Rivers Environmental Services Group <hr/> Supervisor's Title
<hr/> Printed Name Date	<hr/> Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Chief Executive Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.