

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Environmental Technologist

PURPOSE OF THE POSITION

Matawa First Nations Management (Tribal Council) provides technical advisory services to our nine-member First Nation communities in Northern Ontario. The Environmental Technologist will report directly to the Manager of Technical Services. In addition, the successful candidate will also assist with the coordination and delivery of the Matawa Tribal Council and Member Communities' Projects and Environmental Programs, prepare and administer environmental and infrastructure projects, and participate in the planning, development and coordination of various environmental and/or infrastructure projects in Matawa communities.

SCOPE

The Environmental Technologist will be located in the Thunder Bay branch office and will report directly to the Manager of Technical Services.

RESPONSIBILITIES

Main Activities

- Assist with the coordination and delivery of the Matawa Tribal Council and Member Communities' Projects and Environmental Programs;
- Prepare and administer environmental and infrastructure projects;
- Advise on Environmental Site Assessments, Contaminated Site Assessments and Remediation Projects, Energy Projects, and Solid Waste Management Projects;
- Assist and administer the Integrated Capital Management System (ICMS) and the Extended Asset Condition Reporting System (E-ACRS);
- Participate in the planning, development, and coordination of various environmental and/or infrastructure projects in Matawa Member communities;
- Maintain appropriate file management system in accordance with Matawa policies and applicable funding authorities;
- Provide contract administration/project management as required, including but not limited to; financial tracking and reporting, reviewing/recommending payment certificates, chairing & producing meeting agendas and minutes, scheduling own- & third-party travel, organizing & facilitating community engagement, dispute resolutions, developing cost over run submissions, and/or any other duty as required;
- Prepare general correspondence, project updates & summaries, presentations, and physical & financial reports as required;
- Assist, coordinate and/or manage Solid Waste Management projects and/or activities as directed by Matawa Member communities;
- Consult with consultants, contractors, utilities, government agencies, and other third parties daily via phone and email;

- Provide training and outreach on, but not limited to environmental issues, monitoring, assessments, ecosystem habitats & health, land & resource management, mapping & GPS, land use planning, solid waste management, environmental site assessments, hazardous waste management, and contaminated sites management;
- Assist with the development of environmental & land management protocols and the establishment of steering committees;
- Additional duties as required and/or requested by the Manager of Technical Services or their designate.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Diploma/Degree in environment, science, or engineering (or related field) or 5-10 years of experience in a related field of study;
- Should have knowledge of Indigenous Services Canada (ISC) major and minor capital approvals process;
- Knowledge of Federal and Provincial Projects approvals & permitting process.
- Should have knowledge of ISC's Integrated Capital Management System (ICMS), Extended Asset Condition Reporting System (E-ACRS), and First Nations Infrastructure Investment Plan (FNIIP);
- Project Management experience on environmental and capital projects.
- Should have a good multidisciplinary background and understanding of environmental studies, biology, geology, and geography with research/field experience;
- Must have an excellent understanding of First Nations environmental issues, land & resource management, and infrastructure challenges;
- Should be knowledgeable of First Nations Governments, culture, traditions, and lifestyles;
- Must have effective and efficient writing and communication skills;
- Must have an exceptional understanding of potential environmental effects & mitigations measures related to minor and major projects in Northern Ontario;
- An established network/contacts with local and regional consultants, contractors, government, and NGOs across various fields is an asset;
- Experience with transportation systems – roads (all season & winter), bridges, culverts, aggregates, and the requirements for government permits would be an asset;
- Understanding of mechanical and electrical systems would be an asset;

- Experience with climate change vulnerabilities and adaptations related to infrastructure would be an asset;
- Knowledge of local/regional energy systems (generators/transmitters/distributors) and green energy technologies & system installations/operations, and their construction requirements would be an asset;
- Experience with GPS and mapping would be an asset;
- First Nation Traditional Values Mapping an asset;
- Experience with working with First Nations.

Skills

The incumbent must demonstrate the following skills:

- Excellent communication, oral, and written skills.
- Excellent organizational and time management skills.
- Excellent people skills.
- Must have strong analytical, evaluation and assessment skills.
- Must have knowledge of computer applications (Microsoft Office, Mapping Software, Adobe Acrobat).
- Must be self-motivated with effective communication skills and the ability to work independently with minimal supervision.
- Ability to speak and understand Ojibway/Cree would be considered an asset.
- Must have a valid Ontario Driver's License and able to travel for extended periods of time by vehicle and aircraft.

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of Environmental Technologist.

- Reliable and Conscientious.
- Punctual and Adaptable.
- Takes Initiative and able to multi-task.

WORKING CONDITIONS

The Environmental Technologist will work both in an office setting and may be required to travel to the field (i.e. First Nation communities, remote communities, large cities) to perform the roles and responsibilities associated with their position.

Physical Demands

The Environmental Technologist 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 equipment and supplies. The Environmental Technologist may have to walk long distances outdoors over rough terrain, carrying heavy equipment. They may have to wear specialized field or safety equipment, which may be heavy and overly warm (i.e. steel-toed boots, chest wader etc.). The Environmental Technologist, 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. The Environmental Technologist may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

Office setting:

The Matawa Office may be a busy facility. The Environmental Technologist may have to work with several people and projects at one time and may be interrupted frequently to meet the needs and requests of various parties. The Environmental Technologist may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks

Field setting:

The Environmental Technologist may be required to work in various weather conditions (hot, rain, snow, cold). They may have to work alone in remote environments and wilderness (local wildlife). Field work can be physically demanding (carry heavy loads, walking for long periods in rough terrain). The Environmental Technologist may be required to carry and use safety gear. They may have to work long periods outdoors and may be exposed to various insects and climates. Regular 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 using the computer, which may cause eye/wrist strain and occasional headaches. Exposure to loud noises and crowded settings may cause discomfort.

Mental Demands

The Environmental Technologist will have to manage several requests and projects at one time. They must be aware of all Matawa policies and procedures. They may have to complete several tasks and responsibilities at one time and must be prepared to deal with stressful situations. Travel and field work may cause fatigue.

CERTIFICATION

<hr/> Employee Signature	<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 of the position.