



## WORK DESCRIPTION - DESCRIPTION DE TRAVAIL

<b>Position Number - Numéro du poste</b> NATIONAL GENERIC INSTITUTIONAL EG	<b>Position Title – Titre du poste</b> Institutional Environmental Officer
<b>Position Classification – Classification du poste</b> EG-05	<b>National Occupation Code – Code national des professions</b> 2211
<b>Department/Agency – Ministère/organisme</b> Correctional Service of Canada	<b>Effective Date – Date d'entrée en vigueur</b> 2013-04-01 (Revised 2022-06-20)
<b>Organizational Component – Composante organisationnelle</b> Corporate Services	
<b>Geographic Location – Lieu géographique</b> Various	<b>Job/Generic Number – Numéro d'emploi / de générique</b> NAT-2387
<b>Supervisor Position Number – Numéro du poste du surveillant</b> Various	<b>Supervisor Position Title – Titre du poste du surveillant</b> Regional Coordinator, Environmental Protection
<b>Supervisor Position Classification – Classification du poste du surveillant</b> PC-03	
<b>Language Requirements – Exigences linguistiques</b> Various	<b>Linguistic Profile – Profil linguistique</b>
<b>Communication Requirements – Exigences en matière de communication</b>	
<b>Office Code – Code de bureau</b>	<b>Security Requirements – Exigences en matière de sécurité</b> Reliability

### **Client Service Results - Résultats axés sur le service à la clientèle**

To administer and coordinate the Institutional Environmental Protection Programs, i.e. the institutional environmental compliance activities, the Sustainable Development Strategy (SDS) and the Environmental Performance initiatives in response to TBS' Greening Government Strategy to minimize the impacts of site activities on the physical environment.



## **Key Activities - Activités principales**

Under the direction of the Regional Coordinator Environmental Protection (RCEP), administers and coordinates the Environmental Protection Programs at the assigned sites, which includes implementation and monitoring progress of the Sustainable Development Strategy (SDS) and Greening Government initiatives (environmental performance measures) and the legislated environmental compliance requirements.

Reports to site management on the status of the Environmental Protection Programs, Greening Government commitments and Sustainable Development initiatives by actively participating and providing regular updates to the Institutional Environmental Management Committees.

Interprets and makes recommendations regarding the application of sustainable development, greening government and environmental protection management at the institutional level.

Provides advices to staff and support in the execution of various environmental protection activities.

Assists with the implementation of drinking water quality requirements at the site level in compliance with internal policies (namely CD 318) and environmental management guidance material.

Conducts regular site inspections for compliance issues related to environmental protection and performs other duties associated with the delivery of CSC's environmental protection programs.

### **Employee's Statement – Déclaration de l'employé**

I have been given the opportunity to read and comment on the content of this work description.  
J'ai eu l'occasion de lire et commenter le contenu de cette description de travail.

Name of Employee – Nom de l'employé	_____	_____
	Signature	Date

### **Supervisor's Statement – Déclaration du surveillant**

This work description accurately describes the work assigned to this position.  
Cette description de travail décrit adéquatement le travail assigné à ce poste.

Name of Supervisor – Nom du surveillant	_____	_____
	Signature of Supervisor – Signature du surveillant	Date

### **Authorization – Autorisation**

Name of Manager – Nom du gestionnaire Tony Matson	_____	_____
	Manager's Signature – Signature du gestionnaire	Date



## **Skill - Habiletés**

The work requires knowledge of:

The theories and principles of environmental sustainability including competencies in areas such as: drinking water quality management, wastewater treatment and management, hazardous waste management, solid waste management, water conservation, energy management / greenhouse gas emissions (GHG) and green procurement.

Investigative methods and practices, as well as effective problem-solving techniques are required in order to conduct site inspections and investigations, which may involve identifying risks or deficiencies, recommending corrective measures, and providing advice to management and staff. Site inspections and investigations could include, however not exclusive to the following environmental compliance issues: petroleum storage tank, assessment of potentially contaminated sites, review of halocarbon containing equipment, wastewater effluent quality, impact assessment of projects, species at risk, etc.

Recognize the uniqueness of the physical layout, infrastructure, and operations of the site in order to carry-out environmental activities and procedures including for example potable water testing, water and energy consumption measurements (including greenhouse gases), monitoring the quality of wastewater effluent, review of halocarbon activity logs, record keeping of visual petroleum storage tank inspections, inspection of hazardous waste storage and removal, conducting solid waste audits, etc.

Best practices to ensure efficient interpersonal dynamics when liaising with institutional staff and presentation techniques in order to develop and provide briefing sessions.

Time management and organizational techniques are required to plan and prioritize workload.

Computers and office automation software (such as Word, Excel, Powerpoint and Outlook) in order to enter, manipulate, and retrieve data, carry out research and to write reports and other correspondence.

Mathematical skills to use specialized monitoring instruments and equipment and in making other required calculations.

Use and care of communications equipment such as two-way radios to convey work conditions when working in remote locations.

Purchasing procedures, suppliers of goods and services and record keeping systems used to obtain approved supplies and account for materials received.

CSC Mission Statement, Commissioner's Directives, Standard Operating Practices, Standing Orders, Corporate Objectives, Sustainable Development Strategy, Greening Government Strategy (TBS), Policies and Procedures, Code of Conduct, Code of Discipline, Institutional Contingency Plans to successfully address all aspects and responsibilities of the position within a Correctional Facility.

Roles and mandates of Environment and Climate Change Canada (ECCC), Natural Resources Canada (NRCan) and Public Services and Procurement Canada (PSPC).

Roles, responsibilities and programs of provincial and private organizations involved in various environmental programs that apply to the site, to remain familiar with the latest developments, tendencies, products, services, etc., and to share information pertaining to the programs and/or developments.

Federal and provincial laws and regulations and applicable municipal by-laws governing the environment in order to apply environmental legislation and to provide interpretation and recommendations to management and staff. The incumbent must have the ability to access and interpret the following:



- Canadian Environmental Protection Act, Canadian Impact Assessment Act, Fisheries Act, Species at Risk Act and associated regulations;
- Provincial legislation and regulations governing the environment, Transportation of Dangerous Goods Act and Regulations, Treasury Board standards and directives governing the environment;
- CSC Commissioner Directive 318 on Environmental Protection and Sustainable Development and policies regarding the environment, such as CSC Sustainable Development Strategy, the Federal Sustainable Development Strategy and the TBS Greening Government Strategy.

Reading skills in order to understand and interpret legislation, standards, directives, policies and incident reports to determine compliance requirements and implications, necessary corrective measures, whether clarification is required in any areas, probable causes of incidents, and potential areas of dispute. In addition, the ability read and interpret manufacturer's specifications and manuals to ensure proper operation and to understand client requests, memoranda, electronic messages, and other correspondence in order to respond fully, accurately, and quickly.

Oral communication skills are required to deliver presentations, exchange information, develop and conduct briefing sessions as well as to deliver training to groups such as management, workplace supervisors, staff and contractors. These communication skills are also required to negotiate and build consensus, for example, while co-chairing Institutional Environmental Management Committee meetings.

Good verbal and writing skills when providing training/instructions, when preparing reports of site inspections and investigations, memoranda and other correspondence, as well as when responding to inquiries. The incumbent must be able to simply, clearly and unambiguously relay information to management, workplace supervisors, staff and contractors. The content, tone and wording of the message must be appropriate to the situation and audience to ensure that the information is understood, especially when attempting to effect attitude or procedural changes.

Good verbal and writing skills to deliver training material and presentations to groups during awareness sessions for management, workplace supervisors or staff while focusing on the session objective. The message must be appropriately adjusted to the target group.

Dexterity and coordination skills are required to operate a computer mouse and keyboard to write reports, letters and memoranda and produce training and awareness material. This is a trained motor skill used on a daily basis for extended periods. Coordination and dexterity are also required to use hand tools, operate motorized vehicles, and operate small equipment, meters and monitors for day-to-day activities such as inspections and investigations. These trained motor skills are required on a daily basis for short periods.

Balance and agility are required to climb ladders and access difficult areas during inspections and/or investigations. This is a skilled task required periodically over extended periods.

During inspections, acute senses of sight, hearing and smell are required to identify hazards or areas of non-compliance with standards. Physical mobility including bending, stretching, lifting are also required to execute duties throughout the site.

## **Effort - Efforts**

Effort is required to:

Analyze and interpret legislation, regulations, directives and other standards governing the environment, and information received from management, workplace supervisors, staff and contractors such as memos, meeting minutes, written requests, verbal communications, etc. This is required to determine the nature and extent of problems related to the environmental protection programs and to establish obligations and duties. This work must be performed within short time frames and in an environment where there are frequent interruptions and at times conflicting information and priorities.



Analyze amendments to legislation, standards and procedures, research precedents, and consultant's findings and recommendations and extrapolate scenarios based on current or past practices in order to determine the possible impacts. This work is carried out during the distractions and demands of daily work.

Write reports on environmental assessments conducted, including investigations subsequent to incidents, and make recommendations to management to assist them in decision making.

Use information collected to develop acceptable recommended solutions and options, which might include identifying the type of external expertise required, and present them to management, staff and contractors. Where the situations involve immediate threat to the environment, sound recommendations are required quickly and calmly. Programs or recommendations developed must be technically feasible, fiscally prudent, meet the situational targets, properly address potential negative attitudes, and give due consideration to security issues and other constraints within the correctional framework.

Identify and consult the most relevant information sources and review existing environmental policies and programs to determine their effectiveness and recommend modifications for improvement, and to develop new programs where they do not exist. This work is carried out while the distractions and demands of daily work continue.

Liaise with management regarding activity impacts on the environment, complaints, recommendations, program responsibilities, implementation plans, inspections, audits, reports, and environmental compliance issues.

Plan, coordinate, develop and present training sessions to managers and staff. Sustained attention for lengthy periods is required when occasionally providing environmental training to management and staff.

Create and develop site-specific promotional material such as posters, electronic messages and bulletins.

Perform various mathematical computations.

Adapt to changes in priorities, delays and workload to meet demands, while maintaining continuity of quality and productivity.

Additional attention is required when operating motorized equipment or power tools.

Sustained attention for short periods is frequently required when reading reference manuals, codes, legislation and directives to retain the pertinent information required to formulate responses to management, staff and contractors relating to the environmental protection programs or when writing, entering data on computer, and producing other forms of reports. Frequent distractions and interruptions include staff questions, telephone calls, radio calls, e-mail/voicemail messages and the usual noise and disruption associated with a functioning workplace.

Sustained attention for short periods is occasionally required when participating in lengthy meetings to capture the essence of concerns and questions, to determine the relevance of subjects raised and provide meaningful contributions. Concentration is often made difficult from demands in the work unit left unaddressed due to meeting preparation.

Psychological/emotional effort is required to maintain composure and control frustration while faced with multiple occupant pressures, conflicting demands under short time frames and resistance from management, staff and contractors when implementing changes to operational procedures. This is part of the incumbent's daily work.

Promote and facilitate proper and effective action by resistant managers and staff with respect to imposed regulatory/program changes, plans, proposals, or performance targets. There is little control over the frequency or duration of disagreement or non-conformance.



Promote and provide functional advice towards the implementation of environmental policies or programs that may disrupt or hinder operational processes (e.g., increase cost or workload). It may be necessary to represent views not fully reflecting one's own. There is little control over the frequency or duration of these circumstances.

Keep calm, composed and professional during emergencies or while investigating workplace incident scenes. There is no control over the circumstances, frequency or duration of these incidents.

Deal with difficult persons in a professional manner regardless of their behaviour and/or attitude requires a healthy professional attitude and the ability to remain calm in stressful situations. There is little or no control over the duration or frequency of individual incidents.

Work in a federal correctional facility environment where the incumbent is subject to confrontations from various parties. This requires a large amount of effort to keep one's composure and to remain impartial. There is little or no control over the duration or frequency of events.

Physical effort is required when frequently inspecting workplace while walking, climbing up and down, leaning over, bending, stooping, crawling, and use of ladders. Occasionally, this involves wearing personal protective equipment while performing these duties.

Frequently sit for long periods using a computer, attending meetings, completing paperwork and reading various types of information, legislation, codes, regulations and standards.

Frequently stand when providing information or training sessions with each session lasting up to three hours in duration.

Frequently walk to various locations throughout the facility to perform inspections and attend meetings. Frequently carrying books, manuals, test equipment, tools, keys and a two-way radio.

## **Responsibility - Responsabilités**

Provides advice and recommendations to management and institutional environmental management committees on the interpretation of legislation, regulations, directives, product selection and best practices regarding sustainable development and environmental protection.

Writes reports on assessments conducted and makes recommendations to management to assist them in making decisions. Provides written status reports to site management to be used for planning activities and prioritizing work. Assists management in conducting environmental risk assessments, developing and implementing the subsequent internal response used to mitigate risks.

Creates and develops site-specific promotional material such as posters, electronic messages, and bulletins used to promote environmental protection and sustainable development initiatives.

Collects and compiles data, maintains records and prepares summary reports regarding environmental compliance and other issues, such as solid waste management, water and energy consumption. These records are useful to develop approaches to improve operational processes and maintain compliance.

Informs management, workplace supervisors and staff of environmental issues that arise during the performance of duties to initiate appropriate action, and provides information used by management to order and requisition environmental equipment.

Co-chairs, coordinates the activities of, and provides technical assistance and functional support to the Institutional Environmental Management Committee (IEMC). These are shared responsibilities.



Provide management with recommendations to update, amend and create facility procedures or standing orders regarding the environmental protection programs, to be utilized by staff and contractors from various departments in the completion of their duties.

Provides leadership to the multidisciplinary project teams comprising specialists, consultants, and other stakeholders to deliver environmental projects; identifies options for the delivery of the work, including partnerships and use of private sector resources; recommends the required resources; establishes objectives, priorities and work plans; and monitors performance of the work to achieve project objectives, scope, schedule, budget and quality requirements.

Ensures compliance with environmental legislation, policy, or other requirements by collecting data and preparing reports where mandatory. Provides information and recommends training, as required, to ensure compliance, including: working with management and staff, and the IEMC to ensure compliance as it pertains to the environmental legislation and programs, such as petroleum storage tank management, halocarbon management, and solid waste management.

### **Working Conditions - Conditions de travail**

Most of the work is performed under typical office conditions within the institutional premises with adequate lighting and ventilation and is characterized by interruptions and distraction from other staff, callers and visitors. Prolonged periods of operating a computer for writing and research may result in eye/neck/back strain.

There is exposure to heavy workloads, complex issues, imposed deadlines and changing corporate, regional or institutional management directions and priorities. Resistance may also be encountered from national, regional or institutional staff with respect to imposed program requirements.

There is a frequent requirement walk around the institution to perform such activities as site inspections and audits, which can create exposure to hazardous substances that may be explosive, flammable, corrosive, toxic, biohazardous, or physically hazardous.

Continuous exposure to the operational environment of a federal correctional facility which may create a sense of confinement and lack of privacy due to locked doors and barriers, fences, controlled access, other security controls/surveillance, repetitive routines, violence and vandalism.

Continually working in a federal correctional facility where one is potentially subject to violence and negative behaviour, including verbal and physical assault, riots, hostage takings, and exposure to communicable diseases (such as tuberculosis, hepatitis, and HIV) could have long lasting psychological effects that could surface at anytime. The health effects of an actual incident may be severe.

Occasional outdoor work, which may result in exposure to extremes of heat or cold temperatures can result in heat stroke, dehydration or frostbite, and can result in exposure to ultraviolet radiation. Occasional requirement to work in wet and slippery conditions can result in injuries from falls.