



Job Description

| GENERAL INFORMATION | |
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| Job Title: | Environmental Technologist #TECH 12 |
| Division: | Lands Unit, |
| Department: | Kahnawà:ke Environment Protection Office (KEPO) |
| Date of job description: | March 2016 |
| Terms: | Indeterminate |
| Job reports to: | General Manager, Lands Operations |

| THE INCUMBENT | |
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| Name of incumbent: | |
| Date of hiring: | |
| Name of supervisor: | Debbie Morris |

| GENERAL JOB DESCRIPTION: |
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| Under the supervision of the General Manager, Lands Operations and the Environmental Advisor/Projects Coordinator, the incumbent will perform field inspections; carry out educational / communication activities, complete environmental research, monitoring, biological surveys, scientific reviews and preliminary environmental assessments. |

| RESPONSIBILITIES | TASKS |
|-------------------|---|
| Field Inspections | <ul style="list-style-type: none"> ➤ Completes Landfill Receptor Site Assessments ➤ Investigates reports of environmental impacts to the territory such as unauthorized dumping, contamination in waterways etc. ➤ Completes site investigation reports. ➤ Carries out preliminary Environmental Site Assessments for proposed development properties ➤ Carries out all inspections in compliance with MCK laws, regulations and policies. |

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| <p>Environmental Field Work</p> | <ul style="list-style-type: none"> ➤ Assist with field inventories of birds, reptiles, amphibians, fish, mammals, insects and plant species for special projects in all natural areas in Kahnawà:ke ➤ Carries out field work for the Ground Water and Surface Water Monitoring Programs including contacting landowners for permission to access private lands. |
| <p>Education and communications</p> | <ul style="list-style-type: none"> ➤ Develops educational materials and newsletters in relation to all field work and other relevant environmental issues for dissemination to community members. ➤ Delivers educational programming in schools and to community ➤ Leads Environment Protection Office community initiatives such as the Annual Seed Exchange, Tree Give-away, Kahnawà:ke Clean-up Day, Bike-share program, etc. |
| <p>Data Management/ Geographical Information Systems</p> | <ul style="list-style-type: none"> ➤ Coordinates and carries out data gathering, input ➤ Maintenance of the Geographical Information System (GIS). ➤ Assures the GIS's functional integrity. |
| <p>Project research and review</p> | <ul style="list-style-type: none"> ➤ Reviews existing scientific information that has been gathered on various components of environment-friendly and sustainable projects. ➤ Reviews and compiles current scientific information related to requests from the community. ➤ Collaborates with the Environment Protection Coordinator and Environmental Advisor/Projects Coordinator in developing positions and recommendations regarding proposed projects and policies, and other requests from the community. ➤ Researches information and summarizes in memo or report format with conclusions and recommendations. ➤ Organizes and participates in meetings, briefings and workshops as required |
| <ul style="list-style-type: none"> ➤ Performs other job related duties as directed by the Immediate Supervisor. | |

ACCOUNTABILITY

- To determine contents of educational material;
- To maintain positive image of the department with the general public;
- To provide accurate information;
- To deal with internal and external clients in a tactful, discrete and courteous manner;
- To maintain confidentiality;
- To adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha language initiatives.

MINIMUM QUALIFICATIONS

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| Education and Experience Required | <ul style="list-style-type: none">➤ Bachelors Degree in Environmental Sciences, plus one (1) year or relevant experience; OR <ul style="list-style-type: none">➤ D.E.C. in related field, plus three (3) years relevant experience; OR <ul style="list-style-type: none">➤ High School Diploma, plus five (5) years relevant experience |
| Skill Requirements | <ul style="list-style-type: none">➤ Scientific background and knowledge of the ecology and of environmental issues of Kahnawà:ke;➤ Organizational skills, oral and written communication skills, research and computer skills (Microsoft suite);➤ Good physical condition is required for fieldwork;➤ Working knowledge of Geographical Information Systems (GIS);➤ Plant identification skills an asset➤ Ability to communicate in Kanien'kéha and French is an asset.➤ Willingness to learn Kanien'kéha is required. |

THE IMMEDIATE SUPERVISOR

THE INCUMBENT

DIRECTOR OF HUMAN RESOURCES UNIT