

COORDINATOR, ENVIRONMENTAL SERVICES

Halifax, NS

Term (12 months)

Salary Range: \$65,328 - \$84,928

www.DCC-CDC.gc.ca

SUMMARY

The Coordinator, Environmental Services, provides environmental services, including technical advice, guidance and recommendations, to the Client-Partners on, typically, moderate complexity, scope and/or risk projects in one or more environmental services practice area. These services can be provided through in-house resources or third-party contracts. The incumbent prepares technical documents, reviews deliverables, assists in the procurement process, oversees contractor and consultant activities, and coordinates project activities to ensure overall requirements are met on time, within scope and on budget.

KEY AND PERIODIC ACTIVITIES

Primary

- Conduct and coordinate environmental work on a wide variety of projects to monitor compliance with legal and other requirements
- Provide environmental technical support for and/or lead contract initiation and management
- Prepare environmental reports to meet Client-Partner requirements
- Provide input to ensure the service level arrangement deliverables are met and work is completed on time and on budget
- Review and/or peer review environmental reports, statements of work and cost estimates
- Provide overall project management services to ensure deliverables are provided on time, within scope and on budget
- Develop and maintain effective relationships within DCC, and with industry, the Client-Partners and/or stakeholders
- Ensure quality standards are met, in line with corporate and Client-Partner expectations

Other

- Develop environmental procedures, policies and directives
- Conduct quality control procedures for service level arrangements and deliverables
- Support and/or lead business development activities
- Manage risk
- Other duties as assigned

SKILLS

General and Specific Knowledge

- Best practices, methods, trends and legislation in environmental sciences and environmental engineering
- Project and risk management principles
- Health and safety management

Formal Education and/or Certification(s) and Experience

- **Minimum:** college diploma in biology, environment sciences, environmental engineering or related field with four years' relevant experience, or the equivalent
- **Preferred:** university degree in environmental science, environmental engineering or related field and/or specialized knowledge, training and certification (as applicable) in the contaminated sites practice area

Abilities

- Use applicable computer software and operating systems
- Create databases
- Apply project and risk management techniques

DEVELOPMENT AND LEADERSHIP

- Provide functional advice and guidance to employees and to Client-Partners

WORKING CONDITIONS

- Typical office environment with occasional travel
- Some work may be located on environmental or construction sites; incumbent may occasionally be required to wear basic safety equipment

All candidates who wish to apply must do so online:

<http://chc.tbe.taleo.net/chc01/ats/careers/requisition.jsp?org=DEFENCECONSTRUCTIONCANADA&cws=1&rid=3160>