

# CITY OF MELVILLE

## JOB DESCRIPTION

### Title: Environmental Services Manager.

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REPORTS TO: **Director of Public Works and Planning Services**

ESTABLISHED: July 2023

REVISED:

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#### **POSITION SUMMARY:**

The Environmental Services Manager holds a key leadership position in the City of Melville's Public Works and Planning Department. They will work in close collaboration with the Director of Public Works & Planning, the Public Works Manager, and the Planning Manager. The Environmental Manager is responsible for leading the community to be stewards of the environment by planning, directing, managing and overseeing the infrastructure, activities and operations within the Environmental and Public Works Department, including; sewage treatment, solid waste and recycling, hazardous lands, weed and pest control, and the Melville Reservoir and provide comprehensive support to the Public Works Manager for the water distribution, sanitary sewer collection and stormwater utilities,. Ensuring regulatory compliance and safe operations and maintenance of the Department. The Environmental Manager will coordinate assigned activities and administer contracts for construction and maintenance with other departments and outside agencies. Works closely and maintains strong relationships with other City Departments t to ensure seamless coordination of equipment and services.

#### **KEY RESPONSIBILITIES & ACCOUNTABILITIES**

**1. Manages Environmental operations; and provides support with infrastructure repair, replacement, and maintenance in collaboration with the Public Works and Planning Department:**

- In coordination with the Public Works Manager, assist in the operations of the municipal drinking water distribution system, wastewater collection, pumping stations, and stormwater system.
- Manages the landfill operations, including corresponding environmental services programs such as solid waste collection/recycling and waste diversion.
- Manage the sewage lagoon treatment facility - its maintenance, efficiency, regulatory compliance, and capital replacement.
- Manages the city's contractual By-law enforcement
- Develop and oversee action plans to manage greenfields, impacted and contaminated sites throughout the community.
- Monitor and oversee the Melville reservoir to ensure healthy aquatic life and maintenance or repairs are completed.

- Assist in administrating urban forest programs as well as pest and weed control.
- Develop vegetation management approaches to improve erosion control and urban biodiversity outcomes.
- Provides leadership and management of the Environmental Services staff and core operational functions related to solid waste collection contracts, waste management programs, and environmental monitoring and reporting.
- Initiates and implements Waste collection and diversion programs and the continuous evaluation of the efficiency of this service; development of service delivery standards and addressing complaints.
- Ensures compliance with all applicable Acts and Regulations including, but not limited to: Occupational Health & Safety Regulations, The Waterworks and Sewage Works Regulations, The Municipal Refuse Management Regulations, Weed Control Act, The Environmental Management and Protection Act and Regulations, The Water Security Agency Act, Health Protection and Promotion Act, Environmental Protection Act.
- Assist the Planning Manager in the review of development projects where required.
- Inspect and ensure appropriate training and compliance for a safe and healthy workplace and environment.
- Assist in preventative maintenance and ensure ongoing maintenance and replacement of tools and equipment and inventory control.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Stand-by and on call as required.

**2. Works effectively with the Management Team, appropriately delegating work and making recommendations to the Director regarding staffing levels.**

- Evaluate and supervise direct reports, providing ongoing encouragement and serving as a strong role model.
- Collaborate with the Public Works Manager to pool resources, ensuring a high level of service is provided to our community.
- Provide support and relief for other managers during large project undertakings and absenteeism.
- Oversee the assignment of staff schedules.
- Inspect work performed by operational staff when necessary to ensure approved standards are being met.
- Oversee recruitment, performance management, and corrective discipline and recommend staff termination to the Director.
- Coach and ensure that staff practice quality customer service.
- In conjunction with the Director, assist in setting clear, results-oriented goals with realistic and measurable outcomes.
- Provide staff with ongoing and appropriate training and assist staff within the department to develop the necessary skills to be successful within the organization.
- Support and encourage initiatives within the environment and public works department.
- Provide regular, appropriate, and constructive feedback to staff.

**3. Administer contracts for construction, maintenance, and service delivery:**

- Prepare specifications, tender documents and proposal requests as required.
- Manage the tendering process and the awarding of tenders.

- Ensure contractor performance is monitored.
- Recommend payment of contracts, progress payments and final payments
- Prepare reports and provide recommendations to address or prevent cost overruns.
- Make recommendations on terminating contracts, levying penalties, and forfeiture of deposits.
- Ensure necessary documentation is completed promptly.
- Advise contractors of relevant City policies and regulations and monitor compliance.
- Liaise with contractors, consulting engineers and other specialists.

**4. Preparing and administering budgets.**

- Assist the Director in the preparation and administration of departmental budgets.
- Implement and monitor budgets as authorized and required.
- Discover and implement ideas that promote the concept of providing better programs and services at lower costs.
- Forecast short and long-term facility, equipment and infrastructure upgrades, replacements, and expansions.

**5. Implements policies, which have been approved by Council.**

- Assist in the development and compliance with policies and procedures for the department.
- Make recommendations to the Director regarding changes to and new policies to improve the operation of the public works and planning department.
- Comply with all policies, rules and regulations of the municipality and the federal and provincial governments.

**6. Provides leadership to the department and organization.**

- Review and evaluate work methods and procedures.
- Identify and resolve problems in a timely manner.
- Make recommendations to the Director regarding improvements in the department's operations, maintenance, and services.
- Stay abreast of latest trends and innovations in public works.
- Identify trends and evaluate their impact on existing municipal operations.
- Complete special assignments as directed by the Director.
- Research and prepare reports for the Director as required.
- Stay current on legislation and its impacts on the City's operations.
- Represent the City on various committees and at various meetings.
- Sign documents on behalf of the City as delegated by the Director.
- Take responsibility for ongoing personal and professional growth.
- Inform the Director of any situations that affect the ability of the Public Works and Planning Services Department to meet its goals and objectives.
- Other duties as required

## **7. Maintain and oversee municipal bylaw enforcement**

- Stay current with municipal bylaws and regulatory updates
- Review, revise, and recommend updates to municipal bylaws and policies
- Oversee contracted bylaw enforcement services to ensure compliance and effective service delivery
- Report & present bylaw enforcement updates to city council
- Provide leadership, direction, and oversight for bylaw enforcement operations
- Ensure enforcement activities are conducted in accordance with municipal bylaws, policies, and applicable legislation
- Supervise and support bylaw enforcement personnel and contracted service providers
- Monitor compliance, investigate issues, and ensure timely resolution of enforcement matters
- Review enforcement practices and recommend improvements to policies, procedures, and bylaws
- Maintain current knowledge of municipal bylaws and regulatory changes to support effective enforcement
- Prepare reports, maintain records, and communicate enforcement outcomes to senior management and Council as required
- Address public inquiries, complaints, and concerns related to bylaw enforcement in a professional and timely manner

### **POSITION REQUIREMENTS:**

To be effective in the performance of the position described above, an individual would require the following:

#### **Knowledge:**

- An in-depth knowledge of solid waste, construction, sewer treatment, and general municipal and public works operations.
- Mechanical aptitude with considerable knowledge in operating and maintaining typical municipal mechanical equipment.
- A demonstrated leadership background in overseeing staff.
- A general knowledge of financial planning, budgeting, project management, tenders, and contracts.
- In-depth knowledge of safety and safety-related issues regarding the maintenance and operation of public works.
- Knowledge of and ability to use a variety of software.
- Considerable knowledge of all legislation that might apply to municipal operations.

#### **Skills:**

- Strong leadership, supervisory and human resource management skills are required. Including the ability to delegate, handle demanding situations and make sound and timely decisions.
- Strong fiscal management skills, including developing, and monitoring budgets, and achieving maximum benefit for each dollar spent.
- Planning, scheduling, and coordinating skills are critical and a solid understanding of safety and environmental standards.

- Mechanically inclined with previous hands-on construction and equipment operation experience as an asset.
- Mature judgment and self-confidence to deal with emergency situations involving natural disasters, personnel, and the public.
- Ability to read and interpret construction and building standards; interpret legislative and code requirements.
- Ability to effectively organize work and establish priorities.
- Ability to establish and maintain high public confidence and public relations.
- Strong interpersonal and communication skills, both verbal and written.
- Ability to compose routine and sometimes technical documents.
- Effective negotiating skills.
- Ability to develop and deliver quality customer service.
- Effective and creative problem-solving skills are required.
- Ability to effectively represent the interests of the City.

**Education:**

The knowledge required to perform this position's duties effectively may have been gained through a combination of experience and education.

- Post-secondary Degree in Environmental Management, Engineering, Environmental Sciences, Certified Engineering Technologist, or approved equivalent combination of education and experience; Licensed Professional Engineer (P.Eng.) and/or PMP certificate is considered an asset.
- Formal leadership and coaching/mentoring training.
- Operator Certificate in Water Distribution II, Wastewater Collection II, and Wastewater Treatment II, or ability to obtain.
- Manager of Landfill Operations Certification or ability to obtain.
- Valid Class 5 Driver's license and clean criminal record.

**Experience:**

- Five (5) years of combined experience in managing and developing municipal operations and maintenance programs related to water distribution, wastewater collection and transmission, waste management, and environmental monitoring.
- Thorough working knowledge of municipal public works operations, including water and wastewater systems and installation; wastewater pumping stations, water distribution; and solid waste management.
- Knowledge and demonstrated work history with applicable Provincial and Federal legislation policies and regulations.
- Proficiency with computer software such as MS Office and related operations programs
- Industry-related safety and other coursework are considered an asset.

The skills listed above will have been gained through a minimum of five years of related experience in the construction, maintenance and operation of utilities and environmental industries related to municipal operations, along with a minimum of three years of experience in

a supervisory capacity with progressively more responsible positions. Additional formal education may be substituted for up to two years of experience, and an equivalent combination of education and experience may be considered.

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Please submit your resume to Tyler Stewart, [tstewart@melville.ca](mailto:tstewart@melville.ca)  
If you have any questions please call 306-728-6865.