



## **Lethbridge County Job Description**

**Position Title: Environmental Services Manager**

**Last Updated:** July 20, 2022

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### **Position Summary**

The Environmental Services Manager leads Lethbridge County's Utilities and Agriculture departments by providing guidance, support and oversight to achieve the strategic priorities and ensure delivery on the Council approved level of service. Under the leadership of the Director of Public Operations, this role will collaborate with the Public Works Manager to ensure consistency in operational programs and to provide the best service for residents of Lethbridge County.

The Environmental Services Manager oversees and works collaboratively with the Supervisor of Agriculture Services, Utility Foreman, Lead Hands and staff to plan, schedule, manage and complete operational projects within necessary timeframes with an emphasis on safety, efficiency, accuracy and quality to ensure a superior level of service to the public. This includes the daily operation and maintenance activities and the construction of water and wastewater systems and the regional solid waste facilities, collaborating with the agriculture department to grow and enhance operational programs and agriculture extension opportunities within the region in addition to various other operational projects.

An essential function of this position is to build and maintain positive working relationships with Council, co-workers, citizens, engineering consultants, regulators, and regional partners.

This role must ensure compliance with federal and provincial legislation as well as all County policies, directives and procedures.

### **Reports To**

Director of Public Operations

### **Supervision**

Utilities Foreman

Supervisor of Agriculture Services

### **Duties and Responsibilities**

1. Plan, schedule and manage the maintenance, and repair of all utility operational infrastructure including pipelines, water distribution, wastewater collection sites, regional landfills and other projects as assigned, in consultation with the Director of Public Operations.
2. Conduct a detailed assessment of the County's agriculture programs and provide recommendations to the Director. Collaborate with the supervisor to support, grow and enhance programs and nurture connections to citizens.

3. Establish departmental performance measures and key performance indicators, benchmarking with industry practices.
4. Perform safety responsibilities as assigned by the County Safety Program including safety meetings, training requirements, employee safety and provide assistance in the development of policies and procedures in partnership with the Joint Health & Safety Committee.
5. Manage the County's water and wastewater systems under Environmental Protection and Enhancement Act and Water Act approvals or code of practices; which includes:
  - a. Managing the production, treatment and distribution of potable water for hamlets and subdivisions (including Moon River and Mountain Meadows subdivisions);
  - b. Managing the wastewater systems for the hamlets of Shaughnessy, Monarch and Diamond City;
  - c. Managing the wastewater collection for the Fairview and Broxburn subdivisions.
  - d. Managing the development of new water and wastewater systems;
  - e. Managing the maintenance and operation of water sales stations and large regional distribution lines.
6. Ensure contract, environmental and regulatory compliance for all related activities and projects assigned and undertaken, including the completion and submission the required water treatment and wastewater treatment reports to Alberta Environment.
7. Manage and support the supervisors and lead hands to achieve operational projects while meeting work schedules and forecasts.
8. Prepare, monitor and manage the department budgets, which includes participating in the preparation of the capital budget.
9. Interpret municipal, provincial and federal regulations for agriculture, water and wastewater.
10. Manage level of service documents and update and enhance as required to ensure service levels approved are delivered to residents.
11. Manage the waste transfer system (which includes four transfer stations) and recycling programs for the Lethbridge Regional Waste Management Services Commission and participating regional partners.
12. Collaborate with the Infrastructure Manager on all engineering design and construction requirements for infrastructure projects internally with staff to plan and coordinate use of necessary municipal resources and establish work priorities.
13. Evaluate operations and activities; recommend modifications or improvements and prepare reports to support these findings.
14. Schedule and coordinate preventive maintenance program for utility services.
15. Utilize asset management strategies, processes, and tools to ensure optimal lifecycle management and effective replacement cycles. Monitor and evaluate the condition of the County's infrastructure and collect and enter data for operational activities into the Asset Management System.
16. Collaborate with Human Resources on job postings, staff selection, onboarding, performance reviews, coaching and other staff matters.
17. Respond to, evaluate, and resolve concerns and emergencies.
18. Maintain current Alberta One Call, crossing agreements, landowner agreements and other partner agreements associated to County projects.
19. Prepare reports for the Director of Public Operations as required.
20. Ensure public relations are maintained by responding in a professional manner to all inquiries and concerns.

21. Ensuring that all operators complete and maintain the training and accreditations required for their position.
22. Develop, implement and evaluate operational procedures and provide technical and legislative information for further policy development.
23. Perform other related duties as assigned.

#### **Education/Training/Skills Required**

1. A university degree in Environmental Sciences, Engineering or other relevant equivalent combination of education and work experience.
2. Related supervisory experience in the operations of water and wastewater systems, knowledge of principles and procedures of water utility services and repairs or municipal agriculture programs, ideally in a rural municipal setting.
3. Extensive experience in on-site problem solving and solution creation in the fields of agriculture, utilities and environmental best practices.
4. A minimum of five (5) years of progressive management experience.
5. Certificate or designation as a Certified Engineering Technologist in good standing with the Association of Science and Engineering Technology Professionals of Alberta would be an asset.
6. A combination of experience or certification in Alberta Environment and Parks (AEP) Certificates in Level I Wastewater Treatment, Level II Water Treatment, Level II Water Distribution and Level II Wastewater Collection is considered an asset.
7. Ability to provide strong leadership and supervision in a fast-paced and dynamic environment by prioritizing, scheduling, and budgeting based on organizational goals and strategies. Must be able to apply innovative and effective management techniques to maximize employee performance.
8. Knowledge of Occupational Health and Safety Act and Regulations and a proven safety leader.
9. Strong computer skills including effective working knowledge and skill in Microsoft Office Suite, in addition knowledge of AutoCAD, Civil 3D, GIS.
10. Must take initiative, be self-motivated, and able to work with minimal or no supervision.
11. Ability to interact professionally with, and respond to inquiries from all levels of employees, including but not limited to: Council, Management, Citizens, neighbouring municipalities, regional partners, Water Coops, Alberta Environment and Parks, the Lethbridge Northern Irrigation District, the St. Mary River Irrigation District and engineering consultants.
12. Knowledge of federal and provincial legislation and regulations related to environmental agriculture and utilities.
13. Excellent communication and interpersonal skills with the ability to convey technical concepts to broad audiences.
14. Strong understanding of the principles and practices of public administration, including budgeting, purchasing and the maintenance of public records.
15. Asset management background with ability to evaluate and make recommendations through infrastructure assessment and analysis.
16. Must be well organized and capable of maintaining even, productive work output.
17. Ability to interpret, implement and adhere to organizational policies and procedures.
18. Willingness to attend training as requested to grow and develop skills.
19. Valid Class 5 driver's license in good standing with a willingness to upgrade to Class 3Q.
20. Obtain minimal qualifications to participate in the County's Emergency Coordination Centre within twelve (12) months of employment, subject to training opportunities.



### **Working Conditions**

1. This position is based out of the Picture Butte operations facility, is often performed outdoors involving moderate risks, discomfort, or unpleasantness. Typical worksites include a high level of noise, dust, grease or mud, and temperatures varying from very hot to very cold.
2. Work requires physical exertion such as long periods of standing, walking over rough, uneven terrain and recurring bending, crouching, and reaching. Occasionally the lifting of heavy items is required. Work requires average physical agility and dexterity.
3. Hours of work will be 7am or 8am to 4:30pm depending on the season, aligning with CUPE hours of work.
4. Must be available for weekend leadership and supervision as required and will be required to respond to emergency situations.
5. Working conditions contain moderate risks which require planned safety precautions for limited periods of time.
6. Will use Personal Protective Equipment as required (e.g. reflective vest, safety boots, etc.).

### **Approved By:**

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Chief Administrative Officer

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Director of Public Operations

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Date

Job Description reviewed and agreed to by Employee

Print Name:

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Sign Name:

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Date: