

## Sample Job Descriptions

### Environmental Manager

The First Nations environmental manager coordinates the components of the First Nation specific Environmental Plan.

Environmental managers must be able to identify and resolve a variety of environmental problems. Environmental managers will co-ordinate the efforts of operational staff, while working with Chief and Council, federal, provincial, and municipal bodies, developers, and others on a regular basis. They will need to understand political, social, legal, and economic issues, as well as aspects of environmental science and technology. Environmental managers will be expected to act as environmental leaders in their communities.

#### Duties:

- Oversee the implementation of the First Nation's Environmental Plan, including laws drafted under Environmental Management Agreement, Environmental Assessment, land use controls, sustainability initiatives, and environmental aspects of day-to-day reserve operations.
- Co-ordinate all aspects of environmental management on-reserve including resource extraction, pollution reduction, waste management, development controls, environmental health, and risk assessment.
- Serve as the administrator for environmental programs for the First Nation, including preparation of budgets, staffing plans, and capital plant.
- Oversee the issuance of permits, which may be prepared by the Environmental Technician.
- Review development applications and prepare summaries for Chief and Council. Co-ordinate compliance and monitoring of environmental legislation.
- Oversee pollution control, pollution prevention, recycling programs, or other Environmental Plan components.
- Evaluate best management practices and emerging technologies and provide technical and general information to other First Nations staff and the public.
- Oversee auditing and reporting of environmental performance, providing results to internal and external bodies, as required.
- Manage enforcement, prosecution, and adjudication actions.
- Identify, assess, and reduce First Nations environmental risks and management practices into First Nations operations.

- Develop environmental awareness initiatives for community members and political leaders.
- Assess and implement improvements to the First Nation's Environmental Plan.
- Co-ordinate First Nations Environmental Assessment processes, and First Nations participation in external EA processes. Roles may include defining project Terms of Reference, providing oversight, reporting to Chief and Council, reviewing EA reports, and coordinating monitoring of EA mitigation strategies and commitments.
- Provide environmental input to the development and amendment of land use plans and regulatory bylaws.
- Co-ordinate ongoing training for environmental staff in environmental issues and responsibilities.
- Deliver environmental status reports and recommendations to Chief and Council.
- Develop and co-ordinate environmental purchasing decisions.
- Identify environmental sound business opportunities.
- Co-ordinate contracts with consultants, lawyers, and other external support for services related to environmental management.
- Write environmental reports, monitoring studies, and state of the environment reports.
- Make presentations to municipalities, community, and environmental groups.
- Incorporate changes in environmental legislation and the development of best management practices into First Nations operations.

**Qualifications:**

A sound knowledge of scientific and management principles is needed. An effective environmental manager must understand problems and recognize areas for environmental improvement, and then be able to communicate solutions to community members, political leaders, and the broader public. Familiarity with approaches to environmental issues, and the ability to work with a variety of individuals is important.