



Position Title: Environmental Monitoring Assistant

Position Status: Full-Time Regular

Department: Parks & Environment

Employee Group: Teamsters Local 31

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: PG 17 \$2,070.60 - \$2,433.10 bi-weekly

Our Parks & Environment Department is seeking an Environmental Monitoring Assistant who will perform a key administrative role in the implementation of Metro Vancouver's Residential Indoor Wood Burning and Open Burning bylaws, explain Metro Vancouver's role and regulatory authority to businesses and members of the public, and provide other support to Environmental Regulation and Enforcement Division staff.

You are: good at effectively and professionally responding to public inquires about regulatory requirements, have a keen eye for detail, interested in the environment, and have a desire to improve the quality of air we breathe.

This role:

- Reviews and monitors environmental monitoring data provided by regulated or permitted operations related to Air Quality, Liquid and Solid Waste programs, ensures completeness and compliance of data received with all regulatory requirements; converts the data provided into appropriate units and calculates user fees; prepares invoices and tracks payments received; reports all significant occurrences of non-compliance to an Enforcement Officer.
- Administers and develops procedures for the Residential Indoor Wood Burning bylaw declaration and registration system. Assists members of the public with submission of declaration of compliance with best burning practices and registration of wood burning appliances.
- Administers and develops procedures for the Open Burning bylaw registration system and assists registrants with enquiries related to the use of the system.
- Provides factual information and assistance to permit holders, the public and other staff members on a variety of matters and enquiries related to Regulation and Enforcement related bylaws and policies and procedures; prepares and distributes summaries of procedures; as required, provides informal training to staff on established procedures as they relate to the work performed.

- Prepares, maintains, controls and updates manually and/or using a computer a variety of records, reports, files, forms and correspondence related to the work.
- Provides information and assistance to staff and permit holders on data entry problems and refers unresolved matters to technical specialists; serves as system administrator for one or more applications and adds users and assigns privileges according to standard procedures.
- Assembles information and compiles statistical reports related to specific regulation and enforcement issues; recommends improvements to office procedures and implements same upon approval; compiles statistical reports on regulatory enforcement activities.
- Performs other related work as required.

To be successful, you have:

- Completion of the 12th school grade supplemented by post-secondary courses in chemistry or environmental sciences plus sound related experience or an equivalent combination of training and experience.
- Considerable knowledge of the policies and procedures related to the work performed.
- Sound knowledge of modern office practices and procedures and of business English, spelling, arithmetic, punctuation and technical terminology applicable to the work performed.
- Sound knowledge of the Air Quality Regulatory Program, Liquid Waste Regulatory Program, and relevant Bylaws as related to the work performed.
- Sound knowledge of units of measurement of chemical constituents.
- Ability to apply conversion tables or formulas to determine appropriate units.
- Ability to deal effectively with the public and other external contacts; and supply information and assistance in response to enquiries and requests concerning applicable operations, policies, rules and regulations.
- Ability to make decisions in accordance with applicable rules, policies and regulations.
- Ability to prepare, maintain, control and update a variety of departmental files and records.
- Ability to operate standard office equipment.
- Ability to assemble information and compile reports.
- Ability to recommend improvements to office procedures and implement same upon approval.
- Skill in the use of software used in the work.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

We are committed to diversity, equity and inclusion and being representative of the region we serve. We invite all qualified candidates to apply including Indigenous People, visible minorities, immigrants, 2SLGBTQI+, all genders and persons with disabilities.

Please follow this link <http://www.metrovancouver.org/about/careers/> to our Careers page where you can submit your application by June 29, 2023.