



**CAMROSE COUNTY
ENVIRONMENT & POLICY COORDINATOR**

Camrose County is seeking an Environment & Policy Coordinator for the overall successful compliance of Camrose County operations with regards to internal policies and external regulatory authorities. While the focus of the Environment & Policy Coordinator will be split between internal operational policy and Environmental regulatory approvals, the overall goal will be to achieve efficient and productive operation in accordance with those internal policies while still adhering to any requirements of external regulators. Work could include applications to regulatory bodies, keeping up documentation on existing approvals and permits, developing and reviewing policies to ensure compliance, communicating issues to internal and external stakeholders, hiring consultants and contractors, and other duties as might be required.

Primary Duties and Responsibilities:

- Review, develop, amend Camrose County policy as it pertains to operations or environmental or external regulatory requirements.
- Submit application for permits, approvals, variances, or other documentation as might required for compliance with applications to external stakeholders or regulators.
- Ensure that existing approvals, permits, variances or other documentation as might required for compliance with external stakeholders or regulators are kept up-to-date and all conditions of said documentation are being met.

Qualifications:

- Technical diploma or Bachelor's degree, and be a member in good standing with either Alberta Institute of Agrologists (AIA), Alberta Society of Professional Biologists (ASPB), Association of Science and Engineering Technology in Alberta (ASET), or Association of Professional Engineers & Geoscientists (APEGA). Over 10-years' experience in a directly comparable position could be considered in-lieu.
- Extensive experience writing technical reports and excellent communication skills.
- Technical competence, exceptional organizational skills, and strong attention to detail.
- Proficient in Microsoft Office Suite of Products. Additional skills in GIS or AutoCAD desirable.
- A minimum 5 years' experience in government, Consulting or Construction industry in relevant scope of work.
- Ability to work with minimal supervision and direction.
- Ability to work effectively with other employees and the public.
- Minimum Class 5 Drivers License.

Position: Full-time, paid vacation, benefits, local authority pension plan
Hours of Work: 35-hour standard week (Monday-Friday) with overtime as necessary
Salary: Based on skills and experience – provide salary expectations with application
Closing Date/Time: April 30, 2019 or until a suitable candidate is found

Interested candidates should submit a cover letter, resume, and salary expectations to:

Camrose County
Zach Mazure, Manager of Public Works
3755 43 Avenue
Camrose, AB T4V 3S8
zmazure@county.camrose.ab.ca

While consideration will be given to all applicants, only those selected for an interview will be contacted.