



Job Title: Junior Environmental Scientist
Location:
Department: Environment

Date: Nov. 21, 2017
Version: 1.1
Report To: Manager of Operations

Position/Company Summary

The Ontario First Nations Technical Services Corporation (OFNTSC) was established in 1995 to provide expert technical advisory services to the First Nations of Ontario. At that time, it was the first aboriginal organization in Canada mandated to provide professional technical and advisory services to First Nations communities and foster their technical self-reliance.

As a member of the OFNTSC team the Junior Environmental Scientist is responsible for providing a wide range of environmental advisory services to our First Nation clients to build technical capacity and maintain a sustainable environment network.

Duties and Responsibilities

Under the supervision of the Manager of Operations the duties and responsibilities of the Junior Environmental Scientist include:

Administration

- Maintain filing system in accordance with office file and records management procedures
- Prepare, review and manage reports
- Submit weekly/monthly schedules to the Environmental Scientist
- Assist with event related activities as requested

Client Services

- Provide advisory services including technical, scientific and policy support to program support staff at Tribal Councils, Large First Nations, and unaffiliated First Nations, in the following key areas:
 - Solid waste management
 - Solid waste diversion including household hazardous waste
 - Landfill and Transfer Station Operations & Maintenance
 - Environmental legislation and regulation
- Provide support to various First Nations and government environment committees and initiatives when required
- Prepare and produce environmental technical reviews and site visit summaries related to solid waste management systems in Ontario First Nations
- Develop a survey and database of Ontario First Nations solid waste infrastructure, programs and services
- Prepare Minor Capital Applications, requests for proposals, and project reports to support client projects
- Provide First Nation communities with technical assistance to build the skills and expertise required to manage their environmental issues appropriately, through training and the provision of advisory services as necessary



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- Analyze and interpret federal and provincial legislation, regulations and guidelines pertaining to environmental matters
- Participate in regional, provincial and national environmental initiatives that advance the interests of First Nations in Ontario
- Prepare a work plan and monthly progress reports

Communications

- Maintain relationships and partnerships with the various communities, stakeholders and federal and provincial agencies
- Understand the procedures and protocols in dealing with First Nation communities, government bureaucracies and agencies

Finance

- Review and maintain a project schedule and project budget
- Manage own travel budget
- Report financial activities to the Manager of Operations

Training

- Assist with coordinating and facilitating training and workshops including Landfill and Transfer Stations Operations and Maintenance; Waste Diversion; MTSAs; and others as directed
- Provide in the field assistance and training to clients
- Maintain records and evaluations for First Nation clients
- Maintain proper certification and membership through recognized training authorities
- Acquire ongoing education to meet OFNTSC minimal skill requirements

Other

- Other duties as assigned

Working Conditions

- Some out of town traveling required through the province of Ontario
- Reliable and insured vehicle and valid driver's license

Minimum Qualifications

- Sensitivity to the unique needs of First Nations peoples
- 2-5 years of related experience
- Post Secondary Degree in Environmental Science, Engineering, or Planning
- Must possess good project management skills