



## Now Hiring **Environmental Management System Coordinator**

The Environmental Management System Coordinator will be responsible for providing direction to the development and implementation of the City's Environmental Management System (EMS). The position provides direction to the Environmental Management Specialist and is focused on ensuring the City's EMS and City departments remain compliant with EMS standards and related legislation. The Coordinator will establish and maintain a corporate framework for tracking and reporting environmental KPIs, maintain awareness of current environmental legislation, and develop processes for the management of contaminated sites.

The ideal candidate will have solid knowledge of corporate, provincial, and federal environmental policies, procedures, and legislation. Strong organizational, leadership, and analytical skills are a necessity for the success of this position. In addition, the ability to interpret environmental data and present on the findings is a critical component. Knowledge of contaminated sites management and environmental site assessment procedures would be an asset.

### **Required Qualifications:**

- ✓ Successful completion of a Degree program in an environmental related science field from a recognized post-secondary institution. The ability to meet the sign-off requirements for environmental site assessment, remediation and reclamation work is preferred.
- ✓ Five (5) years of directly related work experience in developing and administering Environmental Management Systems, including three (3) years in a supervisory role.
- ✓ Possess and maintain an ISO 14001 Environmental Management Systems Internal Auditor qualification through a recognized certifying body.
- ✓ Possess and maintain a valid Class 5 Driver's License with an acceptable driving record.
- ✓ Must maintain valid certificates in Standard First Aid including CPR and Defensive Driving or ability to obtain.
- ✓ A management approved equivalent combination of education and experience may be considered.

Our organization offers a highly attractive total compensation package, including competitive salary, excellent benefits, learning & development opportunities as well as a great work environment which provides excellent opportunities for professional growth.

The City of Medicine Hat strives to achieve its vision to be a "Community of Choice"; a place where people choose to live, work and play. The Medicine Hat advantage:

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|-------------------------------------|-------------------------------|
| ✓ Extensive Recreational Facilities | ✓ Low Utility Rates and Taxes |
| ✓ Flourishing Cultural Community    | ✓ Family Oriented Community   |

**Qualified candidates** are invited to submit a resume to **Competition #17156A** Human Resources Department, City of Medicine Hat, Suite 101, 505 First Street SE, Medicine Hat T1A 0A9; fax (403) 525-8870; e-mail [hr@medicinehat.ca](mailto:hr@medicinehat.ca).

This posting will remain open until **Wednesday, August 23, 2017 at 4:30 p.m.**

We thank all applicants; however only those selected for an interview will be contacted.

