

Job Description

Position Title:	Environmental Officer
Reporting To:	Vice President, Planning and Infrastructure
Key Relationships:	Internal – All Victoria Airport Authority Staff External – ATB Tenants, Air Carriers, Concessionaries, Land Tenants, Contractors, Local, Provincial and Federal Government Agencies, Indigenous Partners including WSÁNEĆ First Nations, General Public
Supervisory Responsibilities:	Environmental Technician

Role Summary:

The Environmental Officer oversees the environmental performance of the Victoria Airport Authority (VAA) through the implementation and monitoring of the Airport's Sustainability Plan. The incumbent develops, implements and monitors environmental strategies, policies and programs that promote environmentally responsible operations and development. The individual will evaluate compliance with environmental legislation, policies and guidelines, and assist in developing and implementing corrective actions to achieve compliance. The role oversees environmental planning, environmental impact evaluation, greenhouse gas accounting, environmental auditing and reporting activities through investigation, sampling, and reporting across a variety of physical media — including soil, water, and air emissions — related to chemical, biological, and physical contamination and onsite hazardous materials.

The Environmental Officer is a union position reporting to the Vice President, Planning and Infrastructure and will normally work 37.50 hours per week.

Description of Duties:

The overall responsibilities of the Environmental Officer include but are not limited to:

- Promote safety awareness and perform all duties with an ownership attitude in compliance with corporate policies and procedures.
- Perform all duties and responsibilities in a manner consistent with VAA's Mission, Vision, Values and Guiding Principles.
- Ensure environmental compliance through implementation of policies and procedures.
- Perform internal audits to review environmental performance, prepare Environmental Performance Reports, and recommend best industry practices.
- Analyze environmental legislation and regulations within regional, provincial and federal jurisdictions to determine impacts at VAA.
- Conduct environmental investigations, record incidents and conduct follow-ups with regulators as needed.
- Conduct environmental impact due diligence reviews for capital, operational and tenant projects on YYJ lands, ensuring environmental considerations and compliance are incorporated into capital planning, operations and land development activities.
- Develop, maintain and audit Environmental Construction Standards for construction projects on YYJ lands.
- Maintain quality control of all environmental operating procedures and policies.

- Prepare VAA's annual environmental lease attestation report to Transport Canada.
- Assist with preparation of environment and sustainability update and progress reports for the board and committees as directed.
- Develop, maintain and implement the Airport's Sustainability Plan, ensuring compliance with applicable legislation, regulations and policies while supporting multiple departments on the evaluation and execution of initiatives and projects such as:
 - Develop, maintain and update supporting plans and roadmaps (Creek Stewardship Plan, Biodiversity Action Plan, Zero Waste Roadmap, Carbon Management Plan, etc.)
 - Quantify and prepare VAA's annual carbon footprint through the Airport Carbon Accreditation program.
 - Lead and coordinate VAA's Carbon Management Committee.
 - Monitor and document VAA's carbon footprint and recommend carbon reduction initiatives.
 - Support the integration of sustainability and decarbonization initiatives into capital project planning.
 - Lead VAA's Green Team, the 'Carbon Neutrals', coordinating initiatives that facilitate staff engagement, awareness, organizational learning activities.
 - Promote waste diversion with customers, tenants and team members.
 - Raise awareness of airport environmental initiatives.
 - Prepare and present reports, statistics and analysis.
- Participate in industry working groups such as the Canadian Airports Council Environmental Committee.
- Communicate and promote environmental responsibility and the Airport's Sustainability Plan.
- Conduct onboarding and training sessions on environmental and sustainability practices at VAA and on YYJ lands for new staff.
- Develop and deliver environmental training programs and regulatory updates.
- Engage and manage contractors, consultants and service providers.
- Build relationships with team members, community stakeholders and outside agencies.
- Help inform the VAA communications team as a subject matter expert for environmental-related media interactions.

Supervisory Responsibilities:

- Provide day-to-day direction, task assignment and workload management for the Environmental Technician.
- Conduct annual performance reviews and provide ongoing performance feedback.
- Approve timesheets and leave requests in accordance with VAA policy.
- Onboarding, orientation and development of the Environmental Technician.
- Exercise first-step disciplinary authority in accordance with the collective agreement and VAA HR policies.

Education and Experience:

A relevant post-secondary degree, or a combination of post-secondary education and training, in one of the following areas: Environmental Management, Environmental Science or related education. A minimum of five (5) years of progressive recent related experience working in a similarly complex, highly regulated environment, with preference given to candidates with at least two (2) years of relevant airport experience. Preference may be given to applicants holding a professional designation such as AAE, CRSP, R.P. Bio, P.Eng, P.Geo, P.Ag, or equivalent, in the areas of airport operations or environmental management. Auditing experience is considered an asset.

Knowledge:

- Knowledge of environmental industry best management practices and hazard identification related to airport and aircraft operations, including relevant environmental Codes of Practice, Guidelines and Acts.
- Knowledge of relevant federal and provincial environmental and health and safety legislation.

- Knowledge of federal environmental reporting frameworks and obligations, including Environment and Climate Change Canada (ECCC) reporting programs, Transport Canada lease attestation requirements, and emerging contaminant regulatory developments.
- Knowledge of W̱SÁNEĆ First Nations culture and values is considered an asset.
- Demonstrated experience preparing technical reports and regulatory submissions.
- Valid British Columbia Class 5 Driver's License.

Abilities:

- Ability to read and interpret legislation, regulations, policies and procedures, and to research, investigate and synthesise pertinent information into clear, actionable guidance.
- Ability to evaluate technical data to assess compliance with applicable regulations and promote positive environmental and safety performance among airport tenants and staff.
- Ability to communicate effectively with internal and external stakeholders, both in writing and verbally, including the preparation of technical reports, committee updates and regulatory submissions.
- Ability to identify and clearly communicate environmental compliance non-conformances and risks, and to provide practical recommendations and corrective actions to project teams and senior leadership.
- Ability to exercise sound judgement, maintain tact and professionalism, and work effectively both independently and as a collaborative team member.
- Ability to supervise, direct and support staff, providing clear task guidance, constructive feedback and day-to-day people management in a unionised environment.
- Strong organisational and problem-solving skills, with the ability to manage competing priorities, meet deadlines and maintain a high degree of accuracy and attention to detail.
- Proficiency in relevant computer applications, with the ability to produce and manage a variety of technical documents, plans, reports and procedures.
- Must be legally authorized to work in Canada.