

Environmental Specialist (12-month contract)

Elexicon Energy is the fourth-largest municipally owned electricity distributor in Ontario. Our mission is to provide our customers with reliable, affordable energy services and to continuously improve to meet their needs, while ensuring the needs of our shareholders are met through sustainable growth.

WHY JOIN OUR TEAM?

At Elexicon Energy we believe in living and leading our values through our daily actions. Our people are passionate about what they do and are engaged in day-to-day operations, projects and initiatives to support Our Why of empowering the communities we serve and helping customers create the possibilities that energize their future. This is an exciting time to join our growing team as we develop the strategies and plans to support a new brand and vision for customer centricity and operational excellence!

GENERAL DESCRIPTION

This 12-month contract position reports to the Manager, Health, Safety & Environment and is responsible for overseeing the environmental performance of Elexicon Energy. The incumbent will develop, implement and monitor environmental strategies, policies and programs that promote sustainable development. They will examine corporate activities to establish where improvements can be made in order to ensure legislative compliance. The individual will carry out environmental audits, assessments, identify problems, resolve issues, and implement change as necessary.

DUTIES AND RESPONSIBILITIES

- + Develops and implements environmental strategies and action plans to ensure sustainable development.
- + Coordinates procedures for pollution control, waste management, recycling, environmental health, conservation and renewal energy.
- + Audits, analyzes and reports environmental performance.
- + Promotes and raises awareness of the impact of emerging environmental issues, whether legislated or best practices, on corporate, ethical and social responsibility.
- + Supports the development and implementation of the environmental management system for the Organization.
- + Trains staff on environmental issues and responsibilities ensuring they are able to recognize and understand their contributions to help improve environmental performance of the Organization.
- + Stays up to date with changes in environmental legislation and best practice initiatives.
- + Audits and analyzes environmental performance data and report information to internal staff, clients and regulatory bodies as required.

- + Prepares recommendations to upper management for implementation of new environmental systems, procedures or organizational changes and conduct Operational Effectiveness Reviews to ensure environmental compliance.
- + Performs other duties as assigned.

KEY SKILLS & QUALIFICATIONS

- + Proficient use of Microsoft Office (Excel, WORD, PowerPoint, and Teams).
- + Solid understanding of office management procedures as it relates to compliance documentation.
- + Outstanding communication and interpersonal skills.
- + Excellent organizational and time management skills.
- + Energetic team player with a strong work ethic and a customer focus.
- + Possesses strong integrity and the willingness to own scope of work and associated issues.
- + Maintains current knowledge of industry trends and practices in the area of health, safety and environment competency requirements.
- + Possesses experience with Change Orientation.
- + Continuous and Quick Learner; possesses growth mindset.
- + Expertise with problem-solving and possesses a high level of initiative taking.
- + Excels at teamwork and collaboration, and values and respects others.

MINIMUM REQUIREMENTS

- + Post-secondary education in environmental science and/or environmental management, or related field.
- + 2 years of experience working in the environmental management field.
- + Additionally, Occupational Health & Safety experience will be considered an asset.
- + Experience developing and managing environmental management programs in accordance with ISO requirements.
- + Competency in reporting environmental performance.
- + Proven ability to conduct environmental audits for suitability, adequacy and effectiveness of project activities.
- + Experience in investigating environmental incidents; provide reporting and recommend/follow action(s) to completion.
- + Experience in the mitigation and minimization of environmental related impacts during mining processes.
- + Excellent time management and project management skills.

- + High level of sound and independent judgment and reasoning.
- + Ability to interpret and implement company policies and procedures.

PHYSICAL & ENVIRONMENTAL DEMANDS

- + Office environment.
- + Over 80% of position involves working on a computer.
- + Very rarely or never exposed to disagreeable working conditions. Minimal exposure to injury in carrying out duties of the job.

Please note: *Elexicon's Vaccination Policy requires confirmation of full vaccination status as a condition of employment.*

OUR COMMITMENT TO DIVERSITY, INCLUSION, EQUITY, AND BELONGING:

Elexicon Energy embraces and celebrates our collective diversity. We are committed to fostering an inclusive, diverse and equitable workplace built on respect, support and collaboration.

Elexicon Energy Inc. is an equal opportunity employer. We value an inclusive and supportive workplace which truly reflects the diversity of the communities we serve. We welcome all individuals to apply and do not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, disability, age, Indigenous/Métis status, or other legally protected status.

In accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act, 2005, accommodation is available upon request at any point during the recruitment process. If you require accommodation please let us know by emailing us at HR@elexiconenergy.com and we will work to meet your needs.

POSTING DATE	June 22, 2022	CLOSING DATE	June 30, 2022
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