

# ENVIRONMENTAL SERVICES SUPERVISOR

## ROLE OVERVIEW

Environmental services supervisors lead and develop strategies to improve sustainability, ensure regulatory compliance, and minimize environmental impact. On-site, they oversee teams responsible for completing audits to ensure regulatory compliance with policies and procedures. They also communicate these requirements with the staff working directly on-site. They also conduct site inspect to monitor organization or institution compliance with environmental legislation.

Environmental services supervisors also prepare reports, provide consultation, advise on-site findings, and conduct outreach with stakeholders in various areas related to environmental operations. They also ensure the public is educated on environmental concerns.

Environmental services supervisors manage and mentor a team of technicians, coordinators, and other contracted staff. They may work in the public or private sector and are generally employed by sectors whose business directly impacts the environment, including mining, lumber, energy, and more.

## ALSO KNOWN AS:

- Environmental program/programme supervisor
- Environmental supervisor
- Wildlife program coordinator
- Environmental assessment supervisor
- Environmental impact assessor
- Environment compliance manager
- Environmental chemist

## NATIONAL OCCUPATIONAL CLASSIFICATION:

- 41400 – Natural and applied science policy researchers, consultants, and program officers

## EDUCATION AND EXPERIENCE

- A diploma or bachelor's degree in a related field such as engineering, science, or environmental studies is necessary. These fields provide a deep understanding of environmental issues and solutions. Employers often prefer candidates with a bachelor's degree for their advanced knowledge and expertise.
- Registered as an environmental professional, like an Environment Practitioner (EP)® designation, offers a significant advantage and may be required by some employers. This registration affirms professional competence and dedication to environmental best practices.
- Valued expertise includes designing, implementing, or managing systems that are compliant with ISO 14001 standards. Such experience shows the ability to manage environmental policies and procedures effectively, ensuring legal compliance and enhancing environmental performance.
- Practical experience is essential for grasping the practicalities of environmental services such as waste management, pollution control, and sustainability initiatives. Experience in environmental management, policy execution, and compliance oversight is crucial.
- Technical knowledge, leadership capability, and communication skills are essential. Supervisors must lead teams effectively, engage with various stakeholders, and navigate environmental challenges with informed decision-making.

## TECHNICAL



### Program Coordination

Oversees program and project activities to ensure that each individual/team can carry out their day-to-day work within the organization's overall strategic objectives.

- Contributes to a multidisciplinary team that plans, implements, and executes survey work to ensure that organizational and environmental objectives are being met.
- Confers with other technical staff to disseminate field survey results to ensure all project participants have the relevant information required to progress (or complete) the project.
- Tracks consumables, field equipment supplies, and inventory to ensure project operations meet budgetary limitations.
- Monitors operations' ongoing environmental impacts, identifies areas of risk, and proposes adaptive management strategies to mitigate impacts.
- Oversees contractors and workers to discuss technical specifications, customized solutions, or operational problems to coordinate solutions and project activities.
- Manages daily activities related to preventative and routine environmental maintenance programs to prevent incidents before they occur.

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## **Project Planning and Integration**

Develops a comprehensive project management plan to define how the project is executed, monitored, and controlled, integrating any subsidiary actions and processes required to complete the project.

- Prepares and manages an annual budget to achieve the organization's environmental objectives.
- Verifies overall plans for new projects to ensure appropriate environmental oversight.
- Defines the project scope by organizational expectations to establish clear project deliverables and goals.
- Monitors progress against operational plans to adjust and evaluate the success of strategic objectives and lessons learned and recognize contributions.
- Incorporates environmental data analysis and current recommended practices into the project plans to increase efficiency and effectiveness.
- Provide direction and support to the organization on matters of corporate environmental risk to contain and mitigate contamination.

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## **Project Team Management**

Oversees a team of professionals to perform required tasks effectively and efficiently with minimal environmental impact to ensure project(s) are completed on time, within budget, and regulations.

- Ensures requirements are precise to all supervised staff to ensure regulatory compliance and mitigate adverse environmental outcomes.
- Contributes to a multidisciplinary team to plan, implement, and execute work to facilitate further project activities.
- Assesses staff for their technical competencies and allocates work accordingly to optimize project delivery.
- Ensures the project team understands and uses communication channels to facilitate cross-functional/team communications.
- Tracks team member performance and constructively provides feedback to ensure staff growth.



## Communication

Positively directs outcomes by delivering communication that results in a better understanding of goals and objectives, captures interest, and gains support for immediate action.

- Communicates exceptionally well verbally to deliver training and convey site requirements to supervised employees.
- Effectively communicates environmental and regulatory requirements to all staff to ensure the expectations are understood.
- Completes written reports to provide updates on progress and findings or propose project development changes.
- Develop and maintain effective working relationships with stakeholders and Indigenous groups to incorporate diverse perspectives into the project.
- Promotes and encourages open communication and sharing of ideas amongst team members to create a collaborative working environment.
- Manages ongoing project communication with all parties to provide routine updates on the project.

## Leadership

Encourages, organizes, and fosters the potential of a team to work collaboratively and effectively together to reduce organizational pollution and contaminants.

- Coordinates and leads regulatory and environmental management training for personnel to ensure shared standards and awareness.
- Incorporates feedback and ideas from supervised staff to ensure the best approach for project completion.
- Inspires team and facilitates their strengths to work towards a project's goals.
- Monitors and evaluates employees' output to reward high achievers and foster growth and development among all supervised employees.
- Develop working relationships with all site-based departments to instill a culture of environmental awareness and accountability through leadership.

## Problem-Solving

Identifies problems and uses logic, judgment, and evidence to evaluate alternative scenarios and recommend solutions to achieve a desired goal.

- Considers the impact on the organization and environment when analyzing specific project objectives and goals.
- Takes an unbiased stance on interpreting new information to solve a problem objectively.
- Analyzes data to evaluate operations and understand trends and potential areas of concern to take appropriate action where required.
- Identify multiple solutions to solve problems to evaluate success factors to reach an optimal solution.



## Regulatory Compliance

Adheres to specific regulations, codes, and legislations within a defined jurisdiction to ensure the health and safety of others.

- Supervises staff and ensures they know regulatory requirements to promote site-wide compliance.
- Conducts site audits to ensure compliance with policies and regulations and collaborates with department managers to implement recommendations and corrective actions based on audit findings.
- Applies a working knowledge of health, safety, and environmental regulatory changes and updates to oversee employees and ensure their work remains within compliance.
- Applies a working knowledge of provincial and federal environmental legislation, regulations, and codes of practice to ensure environmental plans are implemented in compliance with regulations.
- Supports reporting, both internal and external, to meet the requirements of environmental permits and regulatory requirements.
- Monitors legislation developments incorporating changes into active programs.

## Health, Safety, and Environment (HSE) Compliance

Carries out inspections, remedial action oversight, and reporting for the site to ensure that the operation complies with regulatory requirements, internal policies, procedures, and client expectations.

- Ensures all staff have proper training and understanding of the equipment they will be using.
- Implements regulatory monitoring applications to monitor for changes to provide proactive compliance solutions.
- Supports the organization in meeting HSE regulatory reporting and permit requirements to avoid compliance-related disruptions to the operation.
- Observe and inspect workplaces to ensure compliance with applicable regulations, internal policies and procedures, and client expectations.
- Follows safeguards and best practices and aligns with the organizational health and safety plan to ensure the safety of all team members.
- Documents all workplace incidents and accidents to ensure hazards are identified, assessed, and reduced.



## Environmental Management Systems

Supports development, implementation, and monitoring of Environmental Management Systems and organizational strategies to ensure the safe and efficient operation of the project in compliance with existing permits, licenses, and other regulatory needs.

- Applies working knowledge of environmental regulations, standards, and best practices to create effective environmental systems.
- Identifies and evaluates environmental problems, irregularities, and non-conformities and proposes mitigation and corrective measures to reduce the organization's environmental impact.
- Supports developing, implementing, and monitoring environmental management systems to ensure safe and efficient operations.
- Incorporates emerging environmental issues, technologies, and trends into the organization's existing environmental strategy to ensure its continued effectiveness.
- Studies environmental aspects of an area to understand the potential effects of proposed development activities on the surrounding natural and human environments.
- Develop, implement, and report the environmental objectives for the site to ensure all relevant objectives are captured.
- Provide direction and support to the organization on matters of corporate environmental risk to contain and mitigate contamination.
- Directs the implementation of environmental action plans to ensure the regulatory environmental standards are met.

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## Environmental Project Survey Supervision

Oversees, coordinates, and directs staff studying the environmental aspects of an area to understand the potential effects of proposed development activities on the surrounding natural and human environments.

- Adheres to protocols, legislation, and codes of conduct while interacting with the local environment to minimize disturbances to the surrounding ecosystem.
- Evaluates environmental management policy alternatives to recommend strategies for sustainable development.
- Coordinates onsite environmental monitoring and data collection to ensure all necessary data is gathered.
- Identifies risks when analyzing specific project objectives and goals to ensure the lowest environmental impact possible.
- Assists in developing long-term programs for monitoring the environment to oversee environmental impacts.
- Leads and participates in site safety initiatives to keep all workers safe.

*Some, but not all, environmental services supervisors may:*

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## **Environmental Education**

Plans, performs, and supervises environmental educational activities for various audiences to teach audience members how natural environments function and how humans can manage behaviours and ecosystems to live sustainably.

- Creates and develops educational materials that focus on significant environmental and cultural issues to inform and engage various audiences on the multiple dimensions of human interactions with the rest of nature.
- Presents educational materials that focus on environmental and culturally significant issues to inform a variety of audiences.
- Ensures their team is aligned on what needs to be taught.
- Ensures that the information provides the audience with a clear understanding of topics (basically, it considers what the organization is trying to achieve).
- Create and develop educational materials focusing on environmental and culturally significant issues to inform and engage various audiences on the multiple dimensions of human interactions with the rest of nature.

*This profile is a living document. If you have any feedback or would like to help us improve the profile, please reach out to [research@eco.ca](mailto:research@eco.ca).*