



JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Environmental Compliance Specialist
DEPARTMENT: Lands and Leasing
SUPERVISOR: Manager, Lands and Leasing
TERMS: Full Time, Permanent
REFERENCE #: 2026-125

Purpose of Position:

The purpose of this position is to provide analysis, advice, and recommendations related to environmental assessment on TteS lands accordingly based on various Laws, Bylaw, Regulations and Acts. The Environmental Compliance Specialist takes on multiple projects to enhance community goals and provides training and other expert services related to TteS capacity building in the fields of environmental protection and resource management.

Duties and Responsibilities:

1. Office Work – 75%

Maintains current knowledge and provides analysis, advice, recommendations, administrative support, and monitoring related to environmental requirements on TteS lands. Supports the Environmental Specialist in ensuring compliance with applicable Acts, laws, regulations, bylaws, policies, agreements, and TteS environmental standards.

- Supports the Environmental Specialist in maintaining historical and current environmental knowledge required to perform duties and responsibilities in accordance with S.53/60 Delegation of Authority under the Reserve Land and Environmental Management Program (RLEMP).
- At the direction of the Environmental Specialist, communicates with stakeholders and their approved environmental consultants regarding environmental requirements and the completion of required forms, reports, assessments, and plans.
- Supports the Environmental Specialist in planning, designing, and implementing projects to assess the environmental impacts of applications of varying scope and complexity.
- Assists with researching and investigating environmental complaints, spills, contaminated sites, remediation requirements, and related environmental matters, including ongoing monitoring and evaluation.

- Responds to telephone and other enquiries and drafts correspondence and responses related to environmental matters.
- Assists in developing and incorporating ideas, programs, projects, and processes that protect the environment, reduce environmental risk to TteS, and support TteS environmental values and standards, including Species at Risk and other environmental initiatives.
- Conducts desk audits and monitors lessees, sublessees, permittees, and other stakeholders for ongoing compliance with the terms and conditions of agreements, reports, laws, bylaws, regulations, permits, and other requirements.
- Prepares environmental non-compliance documentation, where required, for Leasing Officers to proceed with appropriate action or default processes.
- Assists with creating and making recommendations for updates to environmental policies and bylaws, as applicable.
- Assists with evaluating and monitoring environmental risks associated with existing and proposed leases, subleases, permits, and operations on TteS lands to support compliance with applicable Federal, Provincial, and TteS laws, bylaws, regulations, and Acts.
- Assists with environmental enforcement activities, including establishing or recommending conditions and mitigation measures for activities occurring on TteS lands.
- Reviews, updates, and assists in managing IRWDR Section 5 Waste Generator Permits and maintains current business information in coordination with Leasing Officers, Bylaw, and Finance to support permit processing.
- Provides information, recommendations, actions, or consent, as authorized, to support transactions for Members and Council.
- Drafts documents and correspondence using established precedents and prepares draft reports, briefing notes, docket responses, and other materials for Chief and Council, Management, the Minister, and other appropriate parties.
- Maintains and updates hard-copy and electronic files, computerized systems, spreadsheets, environmental records, reports, and related documentation. Where authorized, distributes significant information to designated staff, TteS departments, and outside agencies.
- Communicates with team members to support departmental efficiency, coordination, project delivery, and continuity of environmental functions, including providing succession coverage for the Environmental Specialist as required.
- Provides updates for the Environmental section of the TteS website, Lexéy'em and other communication channels, as well as Strategic Plan reporting, Action Items, and high-level updates.
- Assists the Lands & Leasing Manager and Environmental Specialist with research, expressions of interest, applications, implementation, and reporting associated with ISC and other environmental funding programs.
- Performs duties and responsibilities in accordance with TteS policies, standards, procedures, and applicable environmental requirements.
- Maintains confidentiality on all matters relating to the affairs of TteS.

2. Field Work – 15%

Conducts and supports environmental inspections, audits, monitoring, enforcement, and special projects on TteS lands to assess environmental conditions and support compliance with applicable requirements.

- Conducts and participates in on-site inspections associated with environmental screening decisions, environmental audits, and full environmental assessments in coordination with the Environmental Specialist, environmental consultants, Leasing Officers, stakeholders, and other parties as required.

- Conducts field inspections arising from desk audits or other compliance monitoring to verify that lessees, sublessees, permittees, and stakeholders are complying with agreements, reports, permits, laws, bylaws, regulations, and environmental requirements.
- Assists with the investigation of environmental complaints, spills, contaminated sites, and remediation activities through site inspections, field observations, monitoring, and follow-up activities.
- Completes Waste Generator Permit (WGP) site visits and audits and, where necessary and within delegated authority, issues or supports fines, identifies corrective actions, and conducts follow-up inspections.
- Conducts or supports environmental enforcement activities in the field, including verifying compliance with environmental conditions and mitigation measures.
- Participates in field work associated with environmental programs and special projects, including, but not limited to, wildlife inventory surveys, Species at Risk initiatives, environmental monitoring, Earth Day activities, and other departmental projects.

3. Other Related Duties – 10%

Performs additional administrative, financial, planning, organizational, and departmental responsibilities necessary to support the Environmental function and Lands & Leasing Department.

- Monitors Waste Generator Permit and other environmental revenues to ensure accounts and payments are current and, where necessary, coordinates with or instructs the appropriate Leasing Officer regarding outstanding environmental accounts and applicable default processes.
- Attends and participates in meetings, committees, boards, team activities, departmental projects, workshops, training, and other organizational activities as required.
- Provides coverage and support for environmental functions during absences or periods of increased workload, as appropriate to the position's level of authority and responsibility.
- Assists with departmental initiatives, special assignments, research, reporting, and other projects at the direction of the Lands & Leasing Manager and Environmental Specialist.
- Performs other related duties as necessary and assigned.

Financial Responsibility:

Assists the Lands & Leasing Manager and Environmental Specialist with planning and preparing the annual Environment budget.

Supervision or Training Duties:

This position does not have supervisory duties, however maybe required to mentor staff or summer students, as well as assisting with coaching and training environmental staff, contractors.

Professional Certification, Education and Experience:

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- Bachelor's Degree in Biology, Chemistry, Environmental Studies, Natural Resources, or Engineering, or a related applicable field plus a minimum of 2 years field experience.
- Or completion of natural resources / environmental diploma with 3 to 5 years field experience.
- Experience or training in environmental law would be an asset.

- Must possess experience writing and reviewing environmental assessments, and audits, making environmental recommendations to advance leasing objectives.
- Must possess spills management and hazardous materials training.
- Prefer Bear Aware training.
- Prefer First Aid training and wilderness survival skills training.
- Prefer experience working with First Nations and ISC.
- Experience/training in keyboarding, word processing, spreadsheets, the internet, databases, Google Earth, ERip and other related computer applications.
- Prefer experience in computerized record keeping.
- Must have a current valid Class 5 BC Drivers License.

Skills and Abilities:

- Excellent planning, organizational, coordinating skills.
- Must display a positive attitude and have service orientation skills.
- Must be self-motivated have strong work ethic and able to work under pressure.
- Must have the ability to create and ensure a cohesive team that displays lateral kindness.
- Must have excellent record keeping skills and the ability to verify, research and collect data to update files and prepare reports and other documents.
- Exceptional interpersonal and written communication skills with ability to use tact diplomacy.
- Demonstrated experience and ability building and maintaining cooperative and productive relationships and effectively liaising with internal and external stakeholders.
- Ability to take initiative, with proven ability to set priorities and meet deadlines.
- Strong knowledge of the Canadian Environmental Assessment Act and the Canadian Environmental Protection Act is essential.
- Experience with environmental regulations enforcement is an asset.
- Strong knowledge of Species at Risk regulations would be an asset.
- Demonstrated Project Management and Leadership Skills.
- Proficient use of Geographic mapping tools, GPS and GIS mapping systems. Digital photographic equipment, water quality testing and air sampling equipment and all associated safety equipment is required.
- Must have strong problem solving and judgement skills.
- Ability to work in multi-cultural settings and interest in learning about TteS Language, Culture and History.
- Flexible, committed and enthusiastic.

Working Conditions

In and out of office (for on-site visits, meetings, training and working remotely) in accordance with the TteS Employee Policy Manual.

Benefits:

- Extended health, dental, and vision
- 7.6% Registered Pension Plan (RPP) matching and Life insurance

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts may be required.

PAY GRADE: Starting at \$25.98 – \$28.70 per hour depending on education & experience.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is October 9, 2026 by 2:00pm

Submit Job Application Form, cover letter, resume, and references

online: <https://tkemlups.ca/employment/>

or at our Human Resources office #320 Chief Alex Thomas Way.

Office Hours are Monday to Friday 8:00 am to 4:00 pm &

closed for lunch from 12:00 pm to 1:00 pm

We require each applicant to fill out

an online application form which can be found at: <https://tkemlups.ca/employment/>

Any late submissions or submissions without the job application form will not be considered.