1. IDENTIFICATION

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<th>Position No.</th>
<th>Job Title</th>
<th>Supervisor's Position</th>
<th>Fin. Code</th>
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<td>10-10238</td>
<td>Environmental Health Officer</td>
<td>Director Population Health</td>
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<th>Department</th>
<th>Division/Region</th>
<th>Community</th>
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<tr>
<td>Health</td>
<td>Public Health Unit</td>
<td>Pangnirtung</td>
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2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.

Reporting to the Director Population Health the incumbent provides direct delivery of environmental health services and programs designed to control factors in the human environment that adversely affect people’s health. This is accomplished by developing, implementing, and maintaining Environmental Health Programs designed to ensure that public health hazards are identified, evaluated and corrected through consultation, education, and enforcement of Public Health Legislation, policy and standards in the Baffin Region. This will be done in accordance with established policy and procedures set out by federal, territorial, and municipal legislation in accordance with the Canadian Institute of Public Health Inspection Code of Ethics. The incumbent will work within the guiding principals of Pinasauqtuvut and the Government of Nunavut and Health and Social Services policies and procedures.

3. SCOPE

Describe in the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, the public directly or indirectly. How does the position impact those groups or individuals, the organization and or budgets? What is the magnitude of that impact?

- The Environmental Health Officer is a critical component of the Public Health framework at all levels of governance. The incumbent provides a broad spectrum of public health functions including health surveillance, population health assessment, health promotion, health protection, and disease and injury prevention.
- The Incumbent is appointed a Health Officer under the Nunavut Public Health Act. With this appointment the incumbent has a statutory obligation to enforce this Act and accompanying Regulations.
- The incumbent provides consultative services to all individuals, health facility staff and the any other federal, territorial and municipal governments and non governmental organizations throughout the Baffin Region for environmental issues affecting human health.
- The incumbent liaises between the individual, family and community (client) and other federal, territorial and municipal governmental agencies and departments. The Environmental Health Officer advocates for the public health and safety interests of Nunavummiut, without political or other bias.
- The incumbent develops, implements and evaluates program delivery throughout the Baffin Region. These programs include risk assessment/inspection programs for public facilities, food safety programs, drinking water quality and safety programs, sewage and waste management programs, communicable disease and outbreak management, emergency preparedness and other related issues that impact the public’s health.
- The enforcement of the Public Health Act, Regulations and Standards is necessary to protect the public’s health and safety and reduce harm relating to environmental factors throughout Nunavut. In all, the Environmental Health Team is mandated to promote, protect and safeguard the health of all Nunavut residents and communities.
4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position.
For a management position, indicate the subordinate position(s) through which objectives are accomplished.

1. The incumbent is responsible for the development, implementation, evaluation and enforcement of Health Protection programs incorporating the concepts of health surveillance, health assessment and disease and injury prevention. These programs must include but are not limited to:

   A. Risk assessment/Inspection programs for public facilities, institutions, and personal services.
      - Regularly scheduling and completing risk based assessments and inspections of public facilities for compliance with the Public Health Act, Regulations and Standards. This will be done using critical thinking skills and background knowledge, theory and education to determine risk and make directions to remediate existing and potential health hazards. The incumbent will need to perform tests and analysis for a variety of microbial, chemical and physical parameters inherent in public facilities. Investigation of and advice on removal of pest infestations may be required. This may result in closure or condemnation of public facilities that are unable to meet remediation requirements.
      - Reviewing and assessing plans and applications for all public facilities and recommending changes when required to ensure that the facility is in compliance with the applicable acts, regulations, and standards. Plans and applications must be reviewed in order for a premise to obtain health approval for the construction and operation of said facility.
      - Consulting on complaints in any public or housing facility and making risk based assessments. Making recommendations/requirements for the remediation of any existing or potential health hazards including referrals to other professionals or agencies. These complaints or requests can come from individuals, government or non-government organizations and require critical thinking skills and the use of problem solving abilities to facilitate resolution of conflicts towards positive outcomes.
      - Providing assistance and guidance to representatives of other government departments and non-government agencies to ensure the proper application, enforcement and administration of occupational health and safety policy and procedures.

   B. Food Safety Programs
      - Conducting health inspections of public facilities where food/beverages are sold, offered for sale or provided to the public. Assessing and documenting health and safety hazards in relation to safe transportation, preparation, storage and service of food. Directing and ensuring that operators take appropriate remedial actions to ensure the facility is compliant with applicable Acts, Regulations and Standards.
      - Conducting timely epidemiological investigations of suspect food borne diseases to identify possible sources of illness by interviewing clients and referring them for appropriate treatment and follow up. Collecting and submitting diagnostic and food samples for laboratory analysis. Directing the facility and/or the client to ensure remedial actions are taken to eliminate the source and prevent the spread of the illness. It is critical that these investigations be completed as a priority.
      - Ensuring that Canadian Food Inspection Agency issued food recalls have been distributed and all facilities take appropriate actions to ensure that recalled products are removed and destroyed as no Canadian Food Inspection Agency staff are located in Nunavut.
      - Detaining or seizing food which may be a health hazard, interpreting laboratory analysis, and releasing or condemning products based on results, ensuring destruction of contaminated food.

   C. Drinking water quality and safety programs
      - Operating a drinking water testing laboratory to process, analyze, and interpret results of drinking water samples from all Baffin communities. Directing and ensuring that water system operators (government or private) take appropriate remedial actions to ensure the facility/system is in compliance with applicable public health acts, regulations and standards.
      - Completing on-site risk assessments and inspections of water systems in the Baffin communities using critical thinking skills and background knowledge, theory and education to determine risk and direct appropriate remediation to ensure the safety of the water supply.
      - The incumbent will be responsible to identify alternative water supplies, issue boil water advisories as
well as aid in the design and supervision of temporary water delivery systems when required.
- Conducting timely epidemiological investigations of suspect water borne diseases to identify possible sources of illness by interviewing clients and referring them for appropriate treatment and follow up. Collecting and submitting diagnostic and water samples for laboratory analysis. Directing the facility and/or the client to ensure remedial actions are taken to eliminate the source and prevent the spread of the illness. It is critical that these investigations be completed as a priority.
- Monitoring and interpreting water quality data collected by other government agencies and the private sector for environmental contaminants advising government officials, local health workers, Medical Officers of Health and Environmental Consultants of corrective measures where required. Maintaining a record system for water quality data.
- Review and comment on water licence applications for the Nunavut Water Board.

D. Sewage and Waste management systems
- Regularly scheduling and completing risk based assessments and inspections of public and private waste facilities for compliance with the public health act, regulations and standards. This will be done using critical thinking skills and background knowledge, theory and education to determine risk and give direction to remediate existing and potential health hazards. These may include sewage, chemical, biomedical waste, hazardous waste and solid waste disposal sites and collection programs in all communities to ensure that waste is disposed of in accordance with approved practices in order to minimize pollution, injury and the spread of disease.
- Liaising with federal territorial and municipal agencies on the design, construction, treatment and location of sewage and waste disposal facilities.
- Oversee community and environmental sanitation by investigating concerns for noise, odour, garbage, spills, vermin and pests and reviewing overcrowding/sanitation in homes, give direction and enforce appropriate remediation.

E. Communicable disease and outbreak management
- Conducting timely epidemiological investigations of enteric and zoonotic diseases in collaboration with medical staff to identify possible sources of illness by ensuring completion, analysis and interpretation of food and water borne disease forms. Collecting and submitting diagnostic samples for laboratory analysis and ensuring that clients are referred for appropriate treatment and follow up. Directing the facility or the client to ensure remedial actions, or exclusionary requirements are enacted to eliminate the source and prevent the spread of the illness.
- The incumbent acts as the lead for the Rabies Control Program in the timely investigation of all animal contact incidents to ensure that no human rabies cases occur. This will be done in collaboration with the Chief Medical Officer of Health by directing health professionals on the collection and reporting of necessary and complete information through animal incident forms, and directions on treatment for possible exposures to rabies. The incumbent directs municipal, territorial and federal staff to ensure that the legislated quarantine/or submission of samples for testing of the suspect animal are completed and to ensure compliance with the Rabies protocol.
- Advocating for vaccination of all domestic animals in Nunavut against rabies. This is completed through the lay vaccinator program. This program will make animal vaccines, vaccination supplies and training available to lay vaccinators in all communities in the Baffin Region.
- Participating as a member of, and providing resource to, the infection control committee.
- In the case of an outbreak the incumbent will be expected to:
  - Consult and collaborate with the Territorial Health Protection Team.
  - If deemed necessary, by the Office of the Chief Medical Officer of Health or the Manager of Public Health , travel to the affected community to:
    - Provide on scene consultation and evaluation of service delivery and program capacity to ensure outbreak measures are established..
    - Work with frontline workers to perform epidemiological investigations into outbreaks of disease, interviewing patients and persons at risk, collecting samples and other data, determining causative agents, determining mode of transmission and initiating remedial action to eliminate the source of the outbreak.
    - Report in writing to the Chief Medical Officer of Health regarding program strengths and weaknesses and make recommendations.
F. Emergency Preparedness Program
- Providing input into municipal and other agency disaster plans to ensure the safety of food, water and facility conditions in emergency situations where appropriate.
- Responding to emergencies such as food, water or vector-borne epidemics, to ensure that environmental health standards are maintained in the provision of emergency food and water supplies, waste disposal and temporary housing.
- Collaborating with the Department of the Environment to ensure the spill report line process is followed and ensures the appropriate actions for remediation are completed.
- Monitoring and sampling air, water, soil, flora, fauna and food for suspected or known contaminants, in conjunction with the health professionals, Hunter’s and Trapper’s Organizations and other government agencies.
- Participate, when appropriate, in WHIMIS, Transportation and Handling of Dangerous Goods and Emergency Response Assistance Program training to offer consultation to all Baffin communities as required.

G. Emergency on call environmental health coverage
- The incumbent provides 24 hr emergency coverage for environmental health issues for the entire Territory.
- The incumbent will be available to respond for consultation and on-site assessment to implement emergency measures.
- The incumbent is required to document all call in a log book, including time, date and details of call.

2. In accordance with Section 22 of the Public Health Act, the incumbent has all the power of a Peace Officer while acting in their capacity as a health officer. The incumbent will be responsible for the enforcement of the Public Health Act and the related Regulations by;
  - Interpreting, administering and enforcing acts, regulations, and legislation associated with environmental health and safety.
  - Approval/rejection of applications to operate premises/public facilities.
  - Appropriate use of discretionary power to resolve complex public health issues.
  - Giving verbal or written orders to owner/operators to correct serious deficiencies which could be dangerous to public health.
  - Condemning buildings, or sections of buildings, when considered to be unfit for human habitation.
  - Initiating legal action, as required, to enforce provisions of Public Health & Safety Act and it’s Regulations by providing comprehensive documentation to Crown Counsel or Department of Health for case preparation and if needed, appearing as an expert witness in resulting prosecutions.

3. The incumbent is responsible to communicate effectively and professionally with clients, other licensed professionals, members of other departments and agencies, both government and non government. Specific responsibilities include but are not limited to;
  - Non-biased representation of issues to individuals, employers, agencies and municipal, territorial and federal stakeholders.
  - Application of conflict resolution skills with stakeholders in disagreement with remediation directives.
  - Liaising and collaborating with a broad range of individuals, professionals, groups, government and non-government stakeholders to represent the public’s best interest in matters of environmental health and safety.
  - Ensuring the maintenance of files, documentation and reporting in accordance with professional and legal guidelines.
  - Identifying, advocating and coordinating participation in, research projects on environmental health issues relevant to Nunavummiut.
  - Acting as a contact point with the media, under the direction of the Medical Officer of Health, Health and Social Services Management and the Director of Communications. Representing other government departments not located in Nunavut such as the Canadian Food Inspection Agency.
4. Developing and providing educational and training programs to community residents, other members of the health care team, government agencies, college and other students, and private enterprise groups in an effort to promote environmental health policies of Nunavut by:

- Providing environmental health technical expertise in accordance with professional standards, federal/territorial/municipal legislation and evidence-based best practise to ensure that the environmental health program goals and objectives are met.
- Attending professional development courses to keep current with new environmental health trends and research.
- Keeping current with the status of various diseases and sitting on various committees within Nunavut associated with Communicable Disease Protection.
- Conducting training on aspects of food handling and providing public health education and advice to food handlers and the general public.
- Responsible for education within the Government of Nunavut a Health and Social Services and external agencies through in-service and orientation programs to ensure a co-ordinated approach to environmental health issues.
- In conjunction with territorial and front-line workers develop, promote, disseminate and evaluate culturally relevant health promotion materials relating to environmental health, for the education and guidance of individuals, clients, health care workers, and other interested groups.
- Responsible to travel to communities in the Baffin region to evaluate and ensure current Environmental Health programs, resources and practices are in place.
- Maintaining a supply of public and environmental health information as well as participating in health and safety fairs.

5. Performs administrative functions in support of the Environmental Health Program by:

- Preparing ministerial briefing notes and related reports.
- Developing and inspection schedules in all program areas.
- Preparing inspection, auditing and surveillance reports.
- Preparing comprehensive reports and rationales when issuing orders for corrective action, facility closure, seizure of suspect goods, food or materials or when initiating legal action.
- Preparing monthly statistical reports of inspections, audits and other related activities.
- Maintaining a database.
- Ordering and maintaining an inventory of testing equipment and supplies in good working order.
- Setting priorities to ensure good time and workload management.

Impacts as a result of the incumbents decision making may include but are not limited to:

- Incorrect or delayed decisions may result in serious illness, disability or loss of life.
- Legal action could potentially be initiated against the government or the individual making the decision to close or suspend operation.
- Owners/operators can incur economic costs and potential loss of livelihood.
- Person(s) in violation of regulations face legal action which could result in fines and/or imprisonment.
- Potential impact on the tourist and other industry, positive and negative.
- The reduction of the incidence of communicable disease and corresponding harm reduction has a significant financial impact in terms of health care costs.
- The protection of Nunavut’s environment.
5. KNOWLEDGE, SKILLS & ABILITIES

*Describe the level of knowledge, experience and abilities that are required for satisfactory job performance*

- A degree from a recognized College or University in the Environmental Health field.
- 2 years related experience in the Environmental Health field preferred.
- Certification by the Canadian Institute of Public Health Inspectors.
- Ability to operate as a Peace Officer in accordance with section 22 of the Public Health Act.
- Valid Class 5 Driver’s license
- Knowledge of the concepts of Public Health including Health Surveillance, Health Assessment, Disease and Injury Prevention, Health Protection and Health Promotion
- Knowledge of chemistry, physics, epidemiology, microbiology, entomology, hydrology and human physiology associated with all aspects of environmental health.
- Knowledge of and the ability to interpret, administer and enforce the Regulations pursuant to the Public Health Act and Legislation and Standards related to Environmental Health.
- Knowledge of legislation, principles, practices and techniques involved in the planning, execution and evaluation of environmental health programs
- Knowledge of and the ability to work within the judicial process.
- Knowledge of, and the ability to operate a variety of analytical/test equipment and computer programs.
- Ability to work effectively as part of an interdisciplinary team.
- Knowledge of and the ability to apply the concepts of mediation and conflict resolution.
- Knowledge of current environmental issues, initiatives and trends territorially and nationally.
- Assessment and decision making skills to review situations and formulate appropriate and effective strategies in relation to potential or existing health hazards.
- Administration and organizational skills.
- Demonstrated skill in stress management.
- Cultural sensitivity and the ability to respond to regional and social conditions and the ability to function effectively within a multi cultural environment.
- Ability to work independently and establish work priorities and schedules and meet deadlines.
- Ability to critically think and problem solve in an effective manner.
- Ability to establish and maintain working relationships with other governmental departments, community organizations, groups and members of the public.
- Ability to communicate both verbally and in writing, in an effective and diplomatic manner.
- Ability to be flexible and to adapt to changing priorities.
- Ability to follow established procedures for collecting, preserving, testing and analyzing a variety of environmental specimens.
- Ability to use critical thinking skills to assess risk, and solve problems to achieve positive outcomes in difficult situation.
### 6. WORKING CONDITIONS

**List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.**

#### Physical Demands

*Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue.*

The job requires the incumbent to carry various pieces of cumbersome equipment. The incumbent will be required to enter tight or confined spaces and carry out activities in these spaces (basements, water tanks). The incumbent will be required to climb and walk significant duration and frequency in extreme weather conditions and in hazardous areas, such as waste disposal, industrial plants. There will be requirements for lifting, stretching and standing, under unusual circumstances. The incumbent is required to wear personal protective equipment as appropriate. The incumbent may be involved in enforcement activities where physical harm may be a risk.

#### Environmental Conditions

*Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements.*

Significant time is spent outside of the office, conducting inspections, investigating complaints, conducting training, etc. The job travels in light aircraft, automobile, boats, snowmobile or ATV under variable and sometimes extreme weather conditions. The incumbent is exposed to extreme temperature and weather conditions, insects, vicious dogs and other wild animals, noise, dust, gas, fumes, dangerous goods and other hazardous waste, obnoxious odors and communicable disease. Disruption of personal life may be caused by on-call schedules and travel requirements.

#### Sensory Demands

*Indicate the nature of demands on the jobholder's senses to make judgments through touch, smell, sight and hearing, and judge speed and accuracy.*

The job spends significant time in front of a VDT, which can cause eyestrain and other physical discomforts. The job spends a lot of time reading and reviewing statistical documents and building plans, which requires attention to detail. Premises inspection requires careful use of senses to ensure conditions/controls are in compliance with regulations, to assess health hazards then formulate appropriate remedial action to mitigate health hazards. All senses are required when performing work as poor observation could result in illness, injury or death.

#### Mental Demands

*Indicate conditions that may lead to mental or emotional fatigue.*

The incumbent is exposed to mental stress created by conflicting work demands and time pressures to meet inspection schedules and complete reports. Mental stress created when enforcing regulations, facing public criticism and confrontation, and the possibility of physical danger. The incumbent is faced with the regular requirement to work unpredictable and uncontrolled hours when in the field and will be expected to work the regular hours and be on-call for emergencies. Community travel requirements frequently result in time spent away from home and may lead to increased stress that may lead to emotional fatigue.
7. CERTIFICATION

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<th>Supervisor Title</th>
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<th>Date</th>
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8. ORGANIZATION CHART

Please Attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.