



Government of the Co-operative Republic of Guyana

Environmental Protection Agency



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Job Title:	Environmental Officer 1	Job Code:	CER-EO1
Department / Division:	Investigations and Enforcement/ Investigations, Enforcement and Emergency Response	Position Type:	Full Time____ Part Time ____ Contractor____ Intern____
Location:	Head Office – Georgetown	Scale Grade:	
Reporting To:	Head – Investigation and Enforcement		
Supervises:	NA		

Overall Objective

To undertake activities related to environmental monitoring and compliance, investigate effectively and efficiently alleged breaches of pollution and to take the appropriate action to remedy those proven breaches.

Duties and Responsibilities

1. Undertake site visits following complaints, interviewing all relevant persons in connection with complaints and investigating the planning history of the site subject to complaints.
2. Investigate complaints associated with breaches of the Environmental Protection Act.
3. Prepare and issue Enforcement Notices (Compliance Schedules, Prohibition Notices, Cease Orders, etc.) in person upon those responsible for alleged breaches on persons involved in the investigation and/or breach.
4. Attending court hearings and planning inquiries to give evidence, on behalf of the Council in respect of alleged breaches.
5. Monitor follow-up actions in cases where violations were found, in order to ensure compliance.
6. Promote the use of the guidelines through public outreaches and when providing mitigation measures to resolve cases of environmental nuisances.
7. Assist and represent the Agency at workshops, conferences/meetings, and consultations.
8. Dealing with enquiries and correspondence in connection with enforcement matters. To advise the public, developers, statutory bodies, Council departments, councilors and other interested parties on matters relating to the control and enforcement of developmental activities.
9. Prepare and respond to environmental emergencies.
10. Prepare and provide the relevant reports and maintain records.
11. Perform related duties which may be assigned from time to time.

Requirements

Qualifications and Work Experience:

- A minimum of a Bachelor's of Science Degree in Environmental Studies, Biological Sciences, Chemistry, or any other related field from a recognized institution.
- A minimum of one (1) year's relevant experience in the field of enforcement.

Competencies:

- Proficiency in Microsoft Office (Excel, Word, and Access).
- Must be a strong team player.
- Strong investigative report writing skill is required.



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- Experience of competence undertaking field work, using field equipment, preparing reports and analyzing data, statistical analysis.
- Excellent interpersonal, oral and written communication skills.