

Compliance Coordinator (Lambton Area Water Supply System, LAWSS)



Job Number:	J0320-0573
Job Title:	Compliance Coordinator (Lambton Area Water Supply System, LAWSS)
Position Status:	Full Time
Division:	Community Partners
Facility:	Lambton Area Water Supply System
City:	Point Edward, Ontario, Canada
Number of Positions:	1
Hours of Work:	35 hours/week, Monday to Friday, 8:30am to 4:30pm
Wage Rate:	\$48,921.00 - \$75,257.00/Year
Date Posted:	March 16, 2020
Closing Date:	April 5, 2020
Starting Date:	May 4, 2020

Please Note: This position is not with the County of Lambton. It is with our Community Partner, Lambton Area Water Supply System.

POSITION OVERVIEW

Reports to LAWSS General Manager. Acts under the direction of the LAWSS General Manager to review, monitor and audit the operation of the Lambton Area Water Supply System for compliance with regulatory and legal requirements, water quality control and assurance, compliance of the contract operator with the Service Agreement, and compliance with the system's Environmental Management System and ISO14001 standard. Assists and coordinates public information on the performance of the Lambton Area Water Supply System.

DUTIES AND RESPONSIBILITIES

Monitors and conducts reviews of the operation of the Lambton Area Water Supply water treatment and transmission systems for compliance and conformance to best management practices, policy/procedure, contractual operational requirements, regulatory and legal requirements, develop Environmental Management Systems, and water quality management systems.

Coordinates and conducts periodic (internal) audits of the Lambton Area Water Supply System for compliance and conformance to best management practices, policy/procedure, contractual operational requirements, regulatory and legal requirements, Environmental Management Systems (ISO14001), and water quality management systems.

Participates or assists in the development and implementation of Environmental Management System programs and other management system programs.

Prepares reports and supporting documentation for water supply Joint Boards of Management and recommends to General Manager for approval.

Schedules, arranges, attends and chair meetings with members of LAWSS technical leads, contractors, individuals, utilities, and other external agencies and authorities to plan, coordinate and discuss projects, including public meetings and forums.

Investigates complaints and inquiries and provides information and/or makes recommendations on resolving problems.

On-site investigation, providing technical expertise and resolution of water quality, operational and regulatory issues.

Carries out field liaison with contractors, stakeholders, City forces, businesses and other municipalities as a Lambton Area Water Supply System representative.

Prepares "Requests for Proposals" for Consulting Engineers and professional consultants/contractors. Reviews and recommends submitted proposals for approval.

Prepares in-house contract documents and provides resident site inspection as "City" Inspector.

Administers capital works projects. Monitors the project for compliance with policy/procedure, and Safety Act and Regulations and takes action appropriate to correct contraventions. Audits for conformance to policies and procedures.

Reviews, assesses for compliance and recommends acceptance of various technical studies, computer analyses, designs, drawings, applications and proposals submitted by consultants, contractors and others for approval by General Manager.

Maintain and manage of the LAWSS Geographical Information System.

Assists in the creation, maintenance, modifications and dissemination of public information through the water supply website, media release, brochures, and documentation.

Performs related duties as assigned.

QUALIFICATIONS

Qualifications:

Three-year Community College Environmental Technology Diploma, or equivalent education and directly related work experience.

Experience:

Four years related experience.

Specialized Training and Licenses:

Skills and abilities in the following areas are necessary:

Valid Driver's Licence - Class G

Demonstrated proficiency in word processing, spreadsheets, databases, and various software.

Working knowledge of Management Systems and standards.

Working knowledge of the Ontario Health and Safety Regulations for construction and inspection projects, and industrial establishments.

Working knowledge of provincial and federal water and related environmental regulations and standards

Working knowledge of the Ontario Safe Drinking Water Act and regulations.

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