

Job Opportunity

The Corporation of the Town of Orangeville
invites applications for the position of

Source Water Protection Co-ordinator **Infrastructure Services Department**

(Full-time position, 35 hours per week)

The Town of Orangeville has an opportunity available for the position of Source Water Protection Co-ordinator. This position is responsible for co-ordinating the source water protection program pursuant to the policies of the Credit Valley-Toronto and Region-Central Lake Ontario (CTC) Source Protection Plan, and fulfilling the statutory requirements prescribed in Part IV of the Clean Water Act, 2006 ("Clean Water Act").

Job Duties:

- Provides direction and support to the Risk Management Official (RMO), being a consultant working on behalf of the Town, with respect to the design and implementation of programs and responsibilities under the Clean Water Act.
- Work with property owners to develop Risk Management Plans (RMPs) to address existing and/or future significant drinking water threats per the Source Protection Plan.
- Screening and review of planning and building permit application submissions in accordance for compliance with the Source Protection Plan policies.
- Perform the statutory Risk Management Inspector duties as described in Part IV of the Clean Water Act, generally including inspection, monitoring and enforcement activities related significant drinking water threats.
- Attend and participate in various meetings of the Source Protection Authority.
- Liaise with various stakeholders, including internal municipal staff and external consultants, contractors, municipalities, Provincial Ministries and the Source Protection Authority.
- Prepare Council reports, internal and external reports, policies, and correspondence. Attends and participates in Town Council meetings, as necessary.
- Prepare and implement education and outreach programs for protecting and conserving municipal drinking water sources.
- Appear as an expert witness at Ontario Land Tribunal, Environmental Tribunals, or other related quasi-judicial hearings.
- Draft procurement documents, agreements and contracts, and provides project management of consultants delivering services to the Town related to source water protection initiatives.

- Develop and maintain protocols, procedures, and data management frameworks to comply with Source Protection plan policies, fulfill source protection annual reporting requirements, and monitor the progress of key performance indicators and other information pertaining to various source protection initiatives.
- Participate in annual divisional budget and workplan processes, including forecasting and monitoring operations relative to approved annual budgets.

Qualifications:

- College Diploma in Science, Environmental Studies, Engineering or related discipline.
- Minimum three (3) years of experience in environmental science, engineering, water resource management, risk assessment, or in a regulated or compliance environment.
- Demonstrated knowledge of relevant Standards, Acts, By-Laws, Regulations, and guidelines as they pertain to water, including environmental assessment and protection, hydrology, hydrogeology, and municipal planning.
- Ability to interpret geotechnical data, engineering drawings and technical/legal documents.
- Working knowledge of best management practices with respect to drinking water source protection, industrial environmental management systems, responsible care, and pollution prevention programs.
- Human relations, diplomacy and communication skills to support issues resolution, facilitate discussions and negotiate with stakeholders, and respond to public enquires; strong report writing, research, and analytical skills to meet program objectives and to work tight deadlines.
- Proficiency with word processing, spreadsheet, database, and presentation software.
- Familiarity with Geographic Information Systems such as ArcGIS or use of online mapping tools.

Salary Range: \$73,000.20 to \$85,394.30, Band 9 on the Town's 2022 pay grid, plus a comprehensive benefits package

Successful candidates will be required to complete a background check, including but not limited to a Criminal Record Check in accordance with the duties of this position.

Qualified candidates are invited to submit their resume, in confidence, to Sarah Alexander, Co-ordinator, Human Resources, no later than 4 p.m. on **Wednesday, September 14, 2022**. Applications may be submitted online or in person to the Town Hall located at 87 Broadway.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job posting qualifications.

All new or rehired Town of Orangeville employees, volunteers, and students, including returning Town of Orangeville Seasonal and Student employees, are required to be fully vaccinated against COVID-19 as a condition of being hired or rehired by the Town of Orangeville. The requirement to be fully vaccinated is subject to the Ontario Human Rights Code. If you are not fully vaccinated, a documented medical reason provided by a physician or registered nurse and time period for the medical reason may be accepted.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Orangeville, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the Manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.