



## **Compliance Coordinator**

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. We are a vibrant, thriving community that possesses a sense of pride and where community spirit prevails. Our town is committed to being a complete and healthy community with opportunities for everyone to contribute and benefit. We are looking for a highly motivated professional to contribute to the Compliance Division.

Reporting to the Manager of Compliance, this position will support and facilitate legislative compliance within the Water, Wastewater and Stormwater divisions (operations), focusing primarily on the Water Division. The position provides technical and operational support to ensure Town operations comply with appropriate legislation, regulations, best management practices, and quality standards.

### **Duties and Responsibilities**

- Acts as Alternate Quality Management System Representative and assists with maintaining the Town's Drinking Water Quality Management System.
- Coordinate and participate in audits and inspections with auditors and regulators on the Town's operations.
- Prepare regulatory reports and review and interpret technical reports and legislation.
- Assist with Municipal Drinking Water License (MDWL), Drinking Water Works Permit (DWWP), and Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA) renewals.
- Track operations staff's licenses, certifications, and training hours, completing renewal and upgrade applications; scheduling and providing training; and data analysis and filing.
- Responsible for the creation, implementation, and auditing of programs, plans, policies, procedures, and systems necessary to comply with all federal, provincial, and municipal legislative requirements.
- Monitor, review, interpret, and summarize legislative, contractual, legal, and regulatory requirements and instruments including applicable Acts and regulations and inform Management of updates and changes.
- Coordinate and assist with ensuring compliance and conformance to best management practices, policy/procedures, and operational requirements within operations including requirements within the MDWL, DWWP, and Consolidated Linear Environmental Compliance Approvals.
- Oversee and administer records management necessary for compliance with MECP regulations / standards.
- Reporting of spills, abnormal operating conditions, and adverse conditions including the coordination of information to SAC, MECP, and MOH for operations. Ensure related supporting documentation is accurate and regulatory response deadlines are met.
- Provide technical, administrative, and analytical expertise to support operations.
- Implement and maintain education and outreach programs related to the municipality's respective divisions.

### **Key Competencies and Qualifications**

- Post Secondary diploma in Environmental Technology or related discipline (civil engineering).
- A certificate in Water Distribution and Supply, Water Quality Analyst, or Wastewater Collection and Treatment would be considered an asset.
- A minimum of three (3) years of experience related to the water, wastewater, and stormwater industry.
- Knowledge of industry regulations, legislation, guidelines, standards, procedures, and inspections related to municipal operations in a compliance capacity.
- Familiar with Town Bylaws, regulations/legislation, and best management practices related to the position.
- Experience in research, data entry, report development, and customer service.
- Proficient in MS office including Word, Excel, PowerPoint and various other computer programs.
- Excellent organizational and problem-solving skills.
- Excellent interpersonal skills, ability to work independently, project/time/records management, organizational, analytical, research, and presentation skills, with the ability to communicate effectively, professionally, and courteously with all levels of staff, elected officials, contractors, and the general public.
- Ability to promote a culture of inclusiveness and work with a diverse population of employees and the general public.
- Ability to travel to off-site locations promptly and efficiently, as required.
- Candidates will be required to provide a Criminal Record Check upon hire.

The position offers a salary range of \$76,434 to \$95,543 (2024 rates) based on 40 hours per week plus a competitive benefit package and an option for flexible work arrangements.

To explore these challenging opportunities further, we invite qualified applicants to visit the [current opportunities](#) section of the Town's career site. Closing date for this position is June 7, 2024.

***We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.***

***The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.***

***The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.***