



**Compliance Coordinator – Water/Wastewater**  
Permanent Full-Time  
J0924-0905

The Town of New Tecumseth is looking for a Compliance Coordinator – Water/Wastewater to join our rapidly growing team.

**Why work with us?**

Our growing community, identified as one of the fastest growing municipalities by Statistics Canada, located about an hour north of Toronto, offers beautiful rural and urban landscapes and diverse opportunities to work in a technologically progressive, public environment.

**What we promise:**

- flexible work environment, including ability to work from home up to two (2) days per week
- employer paid health and dental benefit packages from day 1
- competitive salaries
- OMERS pension plan
- free gym membership at Town recreation centres
- professional development opportunities

Reporting to the Manager, Water & Wastewater and working closely with Water and Wastewater Operations, Maintenance and QMS Coordinator, the Compliance Coordinator is responsible for the data collection, compilation, analysis, preservation and reporting as it relates to compliance with the requirements of the Ministry of the Environment, Parks and Conservation (MECP) legislation or any other relevant legislation ensuring water/wastewater systems are in compliance with the MECP Regulations as well as any other applicable regulatory bodies.

**How you contribute to our organization:**

- Ensure MECP Environmental Compliance Approvals, Drinking Water Works Permits and Municipal Drinking Water Licences are accurate and kept current, including preparation and implementation of a document management/tracking system.
- Responsible for accuracy and safekeeping of Water and Wastewater records and for accurate and timely completion of reporting to the MECP
- Ensure Permits to Take Water and Plant Classification Certificates are accurate and up to date. Provide amendments when required.
- After review and approval of consultants' reports by the Manager, does appropriate checks to ensure that recommendations have been followed and reports any discrepancies to the Manager.
- Review water quality data received from the laboratories to ensure conformance to applicable legislation.
- Perform calculations to monitor system losses as per legislative requirements.
- Research and draft reports for the approval of the Manager or other senior staff. Ensures that any reports, documents, etc. that are required from and/or by the Regulatory Agencies/Consultants are received/sent in a timely manner.
- Compile, organize and retain all records and prepares Annual and Summary Reports for submission to Regulatory Agencies, in particular the MECP and Municipal Council.
- Maintain a sampling database to ensure testing for appropriate water quality parameters are compliant within the mandated time periods.
- Track operator licenses and training to ensure they meet the certification guidelines established by the MECP. Responsible for booking all Operator Training and maintaining a database on all completed courses. On a timely basis, provide Human Resources with the necessary information to keep their training database updated. Responsible for the maintenance and updating of all the Operations and Maintenance Manuals for the Utility Division in order to ensure compliance with the system components, the requirements set out in Environmental Compliance Approvals and Municipal Drinking Water Licences and the legislation. Ensure that the Policy and Procedures Manual for the Utility Division is current.

**What you bring to the team:**

- Three (3) year college Diploma in Environmental Technology, Civil Engineering Technology or related discipline.

- Certified Engineering Technologist (C.E.T.) or Certified Technician (C. Tech) designation from the Ontario Association of Certified Engineering Technicians and Technologists (OACETT)
- Possession of Level 2 Licence for Wastewater Treatment, Wastewater Collection and Water Distribution and Supply is preferred.
- 4 to 5 years of practical experience in water/wastewater system management and/or operations.
- G level driver's license is required.
- Experience in Project Management of water and wastewater would be an asset.
- Proficient in computer software preferably with work control or preventative maintenance systems and Microsoft Office software. Familiarity with Power Point, Arc View and SCADA would be an asset.
- Must have extensive knowledge of environmental legislation with a good understanding of policies and legislation relevant to the Utility Unit, (including Certificates of Approval/Environmental Compliance Approvals for Water/Wastewater systems, Permit to Take Water, Safe Drinking Water Act and Regulations, etc.)
- Must have strong organizational skills with the ability to work under pressure of deadlines and ability to prioritize work.
- Must have general knowledge of Utilities unit control flow and have general knowledge of applicable terminology.

**Salary:** \$74,783.80 - \$94,949.40, plus employer paid benefits and OMERS pension plan

**Hours:** 35 hours per week, 8:30 a.m. – 4:30 p.m., Monday to Friday

**Location:** Joint Operations Centre, 6588 8th Line, Beeton

**Start Date:** October 21, 2024

**To apply, please submit a cover letter, resume and copies of the required credentials (diploma, training, etc) on our [website](#) by October 10th.**

**<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0924-0905&BRID=EX290684&SBDID=20651&LANG=1>**

We thank you for your interest; however, only those selected for an interview will be contacted.

Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act.

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.