



## Coordinator of Wastewater Compliance - Job ID #2243

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|--------------------------|--------------------------------------|-------------------------------|------------------------|
| <b>Job Title</b>         | Coordinator of Wastewater Compliance | <b>Status / Job Type</b>      | Permanent Full Time    |
| <b>Commission</b>        | Public Works                         | <b>Department</b>             | Environmental Services |
| <b>Union Affiliation</b> | APAE/EXEMPT                          | <b>Number of Openings</b>     | 1                      |
| <b>Rate of Pay</b>       | \$43.21 to \$54.01                   | <b>Benefits Entitlement</b>   | Yes                    |
| <b>Hours of Work</b>     | 35 Hours Per Week                    | <b>Posting Date (4:30 pm)</b> | Dec 19, 2024           |
| <b>Job ID #</b>          | 2243                                 | <b>Closing Date (4:30 pm)</b> | Jan 9, 2025            |

### Position Summary

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment (within 200 km of the City of Brantford boundary). The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Manager of Wastewater Operations, the Coordinator of Wastewater Compliance is responsible for supervising Compliance Inspectors, Technicians, and Assistants. The primary area of responsibility is Sewer Use By-Law enforcement and administration. Responsibilities include but are not limited to:

- Coordinate day-to-day operations of the Wastewater Compliance division.
- Direct and coordinate work scheduling for Compliance Inspectors and Technicians.

- Enforce the City's sewer use by-law with the goal of protecting City's wastewater and storm water infrastructure and minimize impact on day-to-day operations.
- Administer Compliance Agreements, Discharge Permits, and rebate programs.
- Take a lead role in the development and maintenance of a Wastewater Quality Management System (WWQMS).
- Develop and implement Standard Operating Procedures (SOPs) related to by-law enforcement, sanitary and storm sampling, laboratory & health & safety.
- Take a lead role in implementing new software such as work order management (AIM project), customer relations management (CRM) in the Wastewater Operations division to improve program monitoring and performance.
- Ensure compliance with provincial and federal regulatory requirements and the City's by-laws, policies and procedures.
- Maintain effective relations with the Ministry of Environment, Conservation and Parks (MECP), City Departments, local industries & businesses and the public.
- Coordinate training and licensing programs including identification of training plans, management of training records, tracking of licensing requirements and, where required, delivery of staff training.
- Coordinate and participate in emergency response with other City departments, and Spills Action Center during spills, fires and complaints related to pollution of the environment and odours. Ensure spill notification requirements of the MECP are followed.
- Provide input in preparing and managing operating and capital budgets and monitor expenditures and revenues throughout the year.
- Coordinate closely with other City staff including Wastewater Treatment, and Wastewater & Stormwater Collections to safeguard performance of the Wastewater Treatment Plant and Pumping Stations.
- Evaluate and recommend new products such as laboratory and field equipment to improve efficiency and effectiveness.
- Provide input with collective agreement and labour relations issues.
- Maintain a professional work environment and provide a positive leadership by fostering long term growth and development of staff, coaching to maximize ability and providing feedback and support to produce sustained levels of successful performance.
- Develop amendments to the sewer use by-law and new bylaws to reflect changes in provincial and federal initiatives and municipal concerns addressing discharge of pollutants into sewers and watercourses.
- Coordinate and supervise inspection and monitoring of relevant industrial and commercial facilities to control discharge of pollutants to sanitary and storm sewer systems.
- Coordinate storm sewer, watercourse and groundwater sampling and testing of contaminants to monitor and manage impacts on the environment.
- Coordinate Compliance laboratory activities including establishment of analytical procedures, quality assurance/quality control procedures including CALA certification, approval of equipment/supply purchase and scheduling of tests.
- If required, assist WWTP operations staff with sampling, testing, and ensuring compliance with regulatory requirements including monitoring of influent and effluent quality monitoring.
- Create and implement a communications program to encourage environmental stewardship among the City personnel, residents and businesses.
- Prepare special reports on sewer use and environmental matters.

## Qualifications

- Successful completion of a three (3) year Community College Diploma in Chemical or Environmental Technology or a University degree in Science, Engineering or Environmental Studies and full membership in the Ontario Association of Certified Engineering Technicians and Technologists as a Certified Engineering Technologist (CET) or an equivalent combination of education and experience.

- Minimum three (3) years of experience in municipal or industrial wastewater operations or regulatory compliance is necessary.
- Supervisory and leadership skills are required.
- Knowledge of municipal by-laws, Provincial and Federal regulations related to the environment, is required.
- Knowledge of laboratory analytical procedures and QA/QC programs is required.
- Experience with by-law enforcement, spill response and public education outreach would be considered assets.
- Knowledge and experience in industrial and manufacturing processes would be considered an asset.
- Experience with a computerized work order system would be considered an asset.
- Ability to understand technical drawings and maps is required.
- Ability to read and interpret laboratory test results is required.
- Possesses a minimum of five (5) years of proven, progressive and increasingly more responsible relevant work experience with at least 3 years of supervisory experience of both union and non-union staff, preferably in a municipal environment.
- Proven leadership skills demonstrated through coaching, mentoring and being a positive role model.
- Strong report writing and project management skills, with the ability to achieve program objectives successfully while meeting tight deadlines.
- Excellent interpersonal skills coupled with highly developed communication skills (oral and written), with the ability to effectively communicate with the staff at all levels of the organization and with the public including highly effective negotiation, facilitation and conflict resolution skills.
- Proficient computer skills, including good working knowledge and application of word processing, database, spreadsheet, power point presentation and e-mail software applications as well as electronic purchasing systems.
- Able to manage multiple and changing demands and priorities.
- Possess a valid Class G driver's licence throughout the course of employment.  
IMS 200 Certification or equivalent (ICS200) is considered an asset. Subject to course availability, certification must be achieved within the first year of employment.

To **apply on-line**, please visit the City of Brantford website at <https://brantford.ca/careers> and click on **Current Opportunities**.

Closing date for applications: **Thursday January 9<sup>th</sup>, 2025 at 4:30PM**

**Information gathered relative to this position will only be used for candidate selection.**

**We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.**

**Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.**