



Career Opportunity – Internal/External Posting

Environmental Services Technician Infrastructure Services

Position Summary:

Reporting to the Manager of Environmental Services, the Environmental Services Technician will coordinate and support regulatory compliance initiatives related to provincial and federal legislation and internal operational programs for drinking water, stormwater and wastewater. This includes monitoring and reviewing the organization's adherence to regulatory requirements and guidelines and identifying opportunities for continual improvement. This position will conduct inspections, monitoring, and research and compile technical reports. This position will work with other municipal employees and departments and will be required to liaise with government agencies, contractors, consultants and suppliers.

Key Responsibilities:

- Provide support to Environmental Services staff for regulatory compliance of the municipal drinking water, stormwater, and wastewater systems.
- Review, interpret and summarize legislation and regulatory requirements including but not limited to the Safe Drinking Water Act, Clean Water Act, Environmental Protection Act and Ontario Water Resources Act.
- Monitor changes to legislation and regulatory requirements to ensure the Municipality maintains compliance.
- Identify and make recommendations for continual improvements related to compliance programs.
- Report discrepancies and non-compliance matters to the manager.
- Conduct field investigations, inspections, sampling and monitoring of infrastructure as it relates to environmental compliance matters.
- Consolidate, analyze, interpret, and trend data, including key performance indicators related to Environmental Services, using the municipal Electronic Reporting Information System (eRIS) and other tools, as applicable.
- Develop new forms and reports to complement compliance initiatives, as required.
- Review operational data and confirm compliance with limits according to the required frequency.
- Collect, review and maintain documents and records related to the operation, maintenance and monitoring of the municipal drinking water, stormwater, and wastewater systems to support annual reporting requirements.
- Provide initial review, reporting and documentation of Adverse Water Quality instances, sewage overflows/spills and complaints to the MECP.

- Support the DWQMS by participating in meetings, internal and external audits, and Ministry of the Environment Conservation and Parks (MECP) inspections, as well as performing administrative duties, as required.
- Develop, track, and implement procedures to ensure adherence to the operating conditions outlined in the Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA) for the Municipal Sewage Collection System, Municipal Stormwater Management System and Leamington Pollution Control Centre. This includes operations and maintenance, monitoring, record keeping and reporting.
- Coordinate the completion and submission of annual reports required by Environment and Climate Change Canada (ECCC) and the MECP, including but not limited to the Wastewater Systems Effluent Regulations, (WSER), National Pollutant Release Inventory (NPRI), Federal Greenhouse Gas Emissions (GHG) Reporting Program, and Ontario's GHG Emissions Program (Ontario Regulation 390/18).
- Monitor, review, and compile combined sewer overflow data for online reporting to MECP and the public portal.
- Provide support with the enforcement of the Municipality's Sewer Use Bylaw.
- Develop tracking and monitoring tools for annual utility data.
- Review and update the Environmental Services department webpages, as required.
- Comply with applicable provincial and municipal legislation including the Municipal Freedom of Information and Protection of Privacy Act, and the Municipality's Records and Information Management Program.
- Comply with the Occupational Health and Safety Act, applicable regulations, as well as the Municipality's Health and Safety Program.
- Other duties as assigned.

Qualifications, Knowledge, and Skills:

- Must have a post-secondary diploma or degree in Engineering, Science, Environmental Technology, or related field.
- Must have two (2) years' experience in the environmental field.
- Must possess and maintain a valid Ontario Class 'G' Driver's Licence.
- Must have a working knowledge of pertinent water quality provincial acts and regulations, including the Safe Drinking Water Act and regulations, Ontario Water Resources Act, Environmental Protection Act and regulations, Municipal bylaws, policies, procedures, and the Drinking Water Quality Management System (DWQMS).
- Must have experience conducting regulatory compliance work, including monitoring and reporting.
- Must have experience with reading and interpreting engineering drawings and site plans.
- Must have experience with field sampling, demonstrating data analysis, interpretation, and critical thinking skills.
- Must be highly motivated with strong interpersonal skills and have the ability to work both independently and as part of a team.
- Must have experience demonstrating good time management, organization, and record keeping skills.
- Must have strong verbal and written communication skills.
- Must have technical report writing skills.

- Must be proficient in computer applications in a Windows environment, including Microsoft Office Suite Programs.
- Experience in software applications such as SCADA and eRIS would be an asset.
- Licence or drinking water and/or wastewater certification would be an asset.

Hours of Work and Working Conditions:

35 hours per week in an office environment. Overtime may be required at times. Some travel and attendance at off-site locations and meetings will be required.

Employee Group:

Non-union, Salaried.

Salary Range:

\$68,748.27 to 77,332.46 (2025 Rates)

Closing Date:

Applications must be received by 11:59 PM, Sunday, March 2nd, 2025.

How to Apply:

Interested candidates must apply online through our website, leamington.ca/careers

We thank all applicants; however, we will contact only those selected for an interview. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761