



CLEARVIEW  
TOWNSHIP

## Water Compliance/QMS Coordinator

The Corporation of the Township of Clearview

Clearview Township is currently seeking a permanent full-time Water Compliance/QMS Coordinator.

Clearview Township is located in a region that has a long history as one of Ontario's favorite tourist and vacation destinations, attracting over 2 million visitors annually. Our community offers all the modern urban amenities with the attractiveness and friendly charm of small-town quality of life.

### Key Accountabilities:

Reporting to the Manager of Operations, the Compliance/QMS Coordinator is responsible for creating and maintaining programs and procedures that will minimize the risk of Water and Sewer Department personnel contravening existing Acts, Regulations, procedures, and practices. The Compliance/QMS Coordinator administers the Quality Management System (QMS) by ensuring that processes and procedures needed for the QMS are established and maintained. The Compliance/QMS coordinator also sets procedures and practices to ensure that operation and maintenance are carried out to provide optimum utilization and protection of Water and Wastewater assets.

### Skills and Experience:

- Recognized post-secondary diploma in an engineering or environmental program or equivalent technical experience with knowledge of water supply and distribution systems, wastewater systems, and mechanical systems, preferably in a municipal environment.
- Proven experience with DWQMS or ISO14000/QS9000.
- Strong working knowledge of the Ministry of the Environment Acts and Regulations.
- Demonstrated ability to analyze complex situations and data to determine potential problems.
- Able to provide both umbrella and detailed planning and corrective actions, to recognize strengths and weaknesses in personnel to mitigate potential problems, and to be pro-active.
- Proficient in the use of computer programs, including Microsoft, SCADA programs, ArcGIS, infrastructure database management, and various agency reporting/tracking requirements.
- Excellent organizational, analytical, multi-tasking, problem-solving, report writing, communication, and presentation skills.
- MECP Water/Wastewater Certification is an asset.
- Civil Engineering Technologist C.E.T. designation is an asset.
- Valid Class "G" Driver's License in good standing.

### Salary:

Salary range offered for this position is \$73,073 to \$89,707 per year plus a competitive benefits package.

*Note: The preferred candidate must be willing to provide consent for the Township to conduct a criminal background and vulnerable sector check prior to finalizing an employment offer.*

Interested candidates are invited to forward their resume and covering letter quoting **job # 2025 - 014** to Human Resources **by March 27, 2025**, to: [hr@clearview.ca](mailto:hr@clearview.ca)

*We thank all applicants for their interest; however, only those applicants selected for an interview will be contacted. No phone calls please. The Township of Clearview is an equal opportunity employer.*

*Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Please visit: [www.clearview.ca](http://www.clearview.ca)*