



FULL-TIME ENVIRONMENTAL COORDINATOR
COMPETITION NO.: GI-2025-07



Posting Date:	May 2, 2025	Closing Date:	May 16, 2025
Department:	Growth & Infrastructure	Hours per Week:	35 hours
Benefits Entitlement:	Yes	Existing Position:	Yes
Pension Entitlement:	Yes – Employer Matched Contributions		
Salary Level 106:	\$87,196 - \$108,982 (2025)	Union:	Non-Union

Position Summary

Under the direction of the Manager of Environmental Compliance and Sustainability, provide technical assistance with regard to environmental issues within various Departments of the organization along with the promotion and education of corporate and community sustainability programs.

Duties

- Prepare and submit regulatory reports related to water, wastewater, landfill, and other environmental programs (eg: CLI-ECA, NPRI, Salt Use, Energy Star, Source Water).
- Manage environmental data and key performance indicators (KPIs) to support operational decision-making, performance tracking, and continuous improvement across water, wastewater, waste management, and sustainability programs.
- Ensure compliance with MECP regulations including inspections, sampling programs, adverse water reporting, spills, bypasses, and exceedances across all City operations.
- Act as the Drinking Water Quality Management System (DWQMS) Quality Management System Representative.
- Act as a City's Risk Management Official and Inspector under Source Water Protection legislation.
- Maintain and operate the RPPA hazardous waste registry; oversee hazardous waste shipments and lead the household hazardous and special waste event.
- Draft and manage procurement documents (RFPs, RFQs, RFTs) and contracts.
- Support and co-ordinate regulatory inspections and communication related to city operations.
- Conduct internal inspections and audits.
- Review and approve contaminated soil applications for landfill acceptance.
- Develop and maintain environmental and corporate sustainability policies.
- Lead and support the development of new diversion programs, and related funding applications.
- Contribute to the implementation and update of the City's Energy Conservation & Demand Management Plan and Climate Change Adaptation/Mitigation strategies.
- Develop and deliver public education programs and classroom presentations on water conservation, environmental stewardship, waste reduction, and sustainability.
- Work collaboratively with partners on sustainability initiatives.

Qualifications

- Minimum two-year Community College Diploma in Environmental Engineering or equivalent.
- MECP-RMP/RMI (Risk Management Official/Inspector) certification preferred however must be willing to complete/pass the training within 12 months of hire date.
- Two years of experience in environmental compliance.
- Demonstrated familiarity with relevant regulations for Environmental, Water, Wastewater, and Waste Management.
- Proficiency in Microsoft Office.
- Excellent organizational skills to be able to multi-task on a daily basis.
- Class G driver's licence with a clear driver's abstract.
- Current WHMIS certificate.
- Current and clear Criminal Record Check required.

How to Apply

To apply for this position applications must be received by the Human Resources Department no later than **4:00 pm** on the closing date of **May 16, 2025**.

Via Email: human_resources@timmins.ca

The City of Timmins is committed to providing a safe and supportive workplace where diversity, equity and inclusion are at the core of how we conduct business. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations throughout the recruitment and selection process, in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only candidates under consideration will be contacted.

www.timmins.ca
www.movetotimmins.ca
[\(705\) 264-1331](tel:(705)264-1331)