

The Municipality of Strathroy-Caradoc – Full-Time Permanent Job Opportunity

Manager of Environmental Services

The Municipality of Strathroy-Caradoc is looking for someone who shares our values of teamwork, respect, honesty and commitment. You will be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile to serve residents and ratepayers. Our mission is to lead and serve our communities by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we strive to reach it together.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

Strathroy-Caradoc... Urban Opportunity, Rural Hospitality.

The Municipality of Strathroy-Caradoc is currently accepting applications for one (1) full-time, permanent "Manager of Environmental Services."

Position Summary:

Reporting to the Director of Engineering & Public Works, the Manager of Environmental Services leads and directs the operations, planning, asset management, and delivery of water, wastewater and waste management services to ensure achievement of Division goals and objectives. Designated as Overall Responsible Operator (ORO) for the water and wastewater systems, the Manager is responsible for ensuring the Municipality's conformance and compliance with all applicable legislation and regulations.

Goal Statement:

As a member of the Municipal team, each employee is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything we do through attitude, training and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

Duties and Responsibilities:

- Manage the overall operation of the Environmental Services division, including the supervision and management of staff.
- Ensure the Municipality's conformance and compliance with all applicable acts and regulations including the Safe Drinking Water Act, Ontario Water Resources Act, Environmental Protection Act, and Occupational Health and Safety Act and all other relevant legislation.
- Perform the legislated duties and responsibilities of Overall Responsible Operator (ORO).
- Assess, plan, lead and coordinate the regular inspection, maintenance, and rehabilitation of Municipal water and wastewater works through scheduling and direction of staff.
- Lead the on-going adherence and maintenance of the Municipality's Drinking Water Quality Management System (DWQMS).
- Lead the planning and management of water, wastewater and waste management assets, including regular completion of condition assessments, identification and scoping of capital improvements, implementation of asset management best practices and development of short and long-term strategic and operational objectives.

- Assist in the development of the department budget by drafting the annual operating and capital budgets for the Environmental Services division in collaboration with other department and corporate stakeholders.
- Lead the delivery of minor capital projects (under \$25,000) and operational/maintenance upgrades.
- Participate in on-site consultations, inspections and project monitoring with respect to large capital projects (over \$25,000).
- Support the delivery of large capital projects, including identification of needs, confirming project scope, review of specifications, and coordination with project delivery team.
- Manage the solid waste and recycling collection programs, including operation and management of waste transfer stations and closed landfill for the Municipality.
- Lead the development, implementation and testing of business specific emergency plans and business continuity plans.
- Lead the development and review of the division's standard operating procedures (SOPs) and emergency response procedures (ERPs).
- Develop and maintain a comprehensive training program, ensuring all division staff are provided effective, job-specific training, and maintain up-to-date training logs.
- Administer the programs, plans, policies, procedures and systems necessary for the Municipality to comply with all federal, provincial and municipal environmental regulatory requirements.
- Accountable for costs and invoicing related to operations and minor capital works.
- Assist in the preparation of specifications for tenders and quotations; review bids and make recommendations as needed.
- Prepare and, when required, present administrative and status reports, policy recommendations, by-laws and/or resolutions for the Director and/or Council's consideration.
- Regularly interact with internal contacts, ratepayers, and external partners, vendors, agencies and stakeholders to facilitate effective service delivery.
- Maintain current knowledge of relevant legislation, regulations and best practices and recommend and/or take appropriate action in response.
- Ensure adherence to collective agreement, corporate policies and all applicable regulations and legislation.
- Collaborate with colleagues, teams and stakeholders and consistently demonstrate a high standard of Customer Service in day-to-day activities.
- Perform other related duties as assigned.

Qualifications:

- Post-secondary diploma or degree in Environmental Sciences, Engineering or related field
- Minimum Certified Engineering Technologist (CET) designation required; Professional Engineer (P.Eng) designation an asset
- Minimum Class III Water Distribution, Class II Wastewater Treatment, and Class II Wastewater Collection Operator Certificates
- Minimum five (5) years' of progressively responsible experience in municipal water and/or wastewater treatment and transmission systems
- Minimum three (3) years' leadership experience in supervision, budgeting and administration
- Proficient with Computerized Work Flow and Reporting including maintenance management systems, work orders, time sheets etc.
- Advanced knowledge in water distribution, wastewater treatment and collection, and associated maintenance of all infrastructure components
- Demonstrated knowledge of applicable federal and provincial legislation, policies and regulations
- Excellent verbal and written communication skills
- Strong customer service, collaboration, interpersonal skills

- Computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), as well as virtual meeting platforms and SCADA systems
- Must be willing to work flexible and sometimes long hours. Required to carry a cell phone to respond to emergency and after-hour issues
- Must be competent within the meaning of the Occupational Health & Safety Act
- Must have a valid class "G" Ontario Driver's licence with a satisfactory driver's abstract
- A satisfactory Criminal Record Check prior to starting employment
- Must be legally authorized to work in Canada

Compensation:

Wage: Band 7 – \$102,029.20 to \$127,527.40 per year (2025 rates)

Benefits: Comprehensive benefits plan including enrolment in the OMERS pension plan.

Posting Type: Existing vacancy

Closing Date: August 5, 2025 @ 12:00 PM

Only applications submitted through the Municipality's job board by the deadline noted above will be accepted.

We thank all applicants but only those selected for an interview will be contacted. Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for employment purposes. The Municipality of Strathroy-Caradoc is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.