



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

ENVIRONMENTAL PROTECTION AND ENFORCEMENT OFFICER PERMANENT FULL TIME (1 VACANCY, 40 HOURS PER WEEK)

Join the Township of Centre Wellington where you can make a meaningful impact in a thriving, innovative, and welcoming community. As the largest municipality in Wellington County, Centre Wellington combines the charm of rural living with the vibrancy of urban life, offering an exceptional quality of life for residents and visitors alike. Our organization values integrity, collaboration, and innovation. Here, you'll be part of a dynamic team delivering services, driving creative initiatives, and shaping a future where everyone feels connected and supported. Discover your opportunity to grow, lead, and belong at Centre Wellington.

The Environmental Protection & Enforcement Officer (EPO) is responsible for administering, monitoring, and enforcing the Township's Sewer Use By-law and related environmental protection programs. The position plays a critical role in safeguarding the integrity of the municipal wastewater collection and treatment systems, protecting the natural environment, and supporting public health.

The EPO conducts risk-based inspections, investigations, sampling, and compliance monitoring of industrial, commercial, and institutional (ICI) facilities. The role emphasizes progressive enforcement through education and voluntary compliance, while also exercising regulatory authority where necessary, including issuing orders, laying charges, and providing evidence for legal proceedings.

The EPO works collaboratively with internal departments, external agencies, businesses, and the public to promote environmental stewardship, regulatory compliance, and continuous improvement of municipal environmental programs.

Main Duties and Responsibilities

Inspections and Compliance Monitoring

- Conduct risk-based inspections of industrial, commercial, and institutional (ICI) facilities to ensure compliance with the Township's Sewer Use By-law and applicable environmental regulations.
- Identify new, modified, or high-risk dischargers and prioritize inspection activities accordingly.
- Exercise legislated authority to enter lands and facilities at reasonable times to conduct inspections, tests, and investigations.
- Perform investigative techniques including dye tracing, smoke testing, sewer investigations, and flow monitoring to detect illicit or non-compliant discharges.
- Inspect wastewater infrastructure, pumping stations, treatment facilities, and sewer systems as required.

Sampling and Technical Laboratory Work

- Collect, preserve, and document wastewater and environmental samples in accordance with approved protocols and chain-of-custody requirements.
- Operate, calibrate, install, retrieve, and maintain sampling and monitoring equipment.
- Conduct field investigations and confined space work in hazardous environments, following established safety procedures.
- Review, validate, interpret, and maintain sampling and monitoring data, ensuring quality assurance and defensibility.

Spills Response and Emergency Duties

- Respond to environmental incidents, spills, odour complaints, and emergencies, including after-hours or on-call responses as required.
- Coordinate spill response and remediation activities with contractors, emergency services, conservation authorities, provincial ministries, and other agencies.
- Conduct emergency sampling, documentation, and reporting related to environmental incidents.
- Support follow-up inspections and compliance actions to prevent recurrence.

Enforcement and Legal Proceedings

- Apply progressive enforcement measures including education, warnings, compliance letters, action requests, orders, tickets, and summonses.
- Issue violation notices and compliance orders in accordance with Township policy and applicable legislation.
- Collect, document, and maintain evidence suitable for prosecution, including detailed notes, photographs, and sampling records.
- Prepare prosecution briefs and provide evidence and testimony in Provincial Offences Court and other tribunals as required.
- Liaise with municipal legal services, prosecutors, and regulatory partners.

Reporting, Documentation, and Data Management

- Prepare technical inspection reports, compliance correspondence, incident reports, and legal documentation.
- Maintain accurate, timely, and defensible records in electronic databases and systems (e.g., e.RIS, GIS, inspection databases).
- Track compliance trends, inspection outcomes, and enforcement metrics to support program evaluation and reporting.

Stakeholder Engagement and Public Education

- Act as a professional representative of the Township when interacting with businesses, property owners, and the public.
- Provide guidance to ICI dischargers regarding wastewater pretreatment requirements and compliance obligations.
- Participate in education, outreach, and awareness initiatives to promote environmental compliance and stewardship.
- Mediate and resolve conflicts related to environmental compliance issues using professionalism and sound judgment.

Program Administration and Continuous Improvement

- Administer wastewater discharge, hauled wastewater, and compliance program permits.
- Negotiate and monitor compliance with extra-strength discharge agreements.
- Manage inventory, equipment, and sampling resources.
- Provide input and recommendations for by-law amendments, policy updates, and program improvements.
- Support development and implementation of compliance strategies and best practices.

Minimum Qualifications and Requirements

- Post secondary degree or diploma in Environmental Technology, Environmental Sciences, Chemical Engineering Technology, or a related discipline.
- Membership or eligibility for certification with CET, C.Tech, C.Chem, MLEOA, or related professional body.
- Experience with Sewer Use By-law enforcement, spill response, or court proceedings.
- Minimum of three (3) years of experience in environmental monitoring, wastewater compliance, inspections, or enforcement, preferably within a municipal or regulatory environment.
- Valid Ontario Class “G” Driver’s Licence.
- Ability to obtain and maintain designation as a Municipal Law Enforcement Officer and/or Provincial Offences Officer.

- Ability to obtain or possess certifications including Confined Space Entry, Transportation of Dangerous Goods, First Aid/CPR, and OTM Book 7.
- Working knowledge of municipal, provincial, and federal environmental legislation, including the Ontario Water Resources Act, Environmental Protection Act, Safe Drinking Water Act, and Occupational Health and Safety Act.
- Strong technical, investigative, analytical, and problem-solving skills.
- Excellent written and verbal communication skills, including report writing suitable for legal proceedings.
- Proficiency with Microsoft Office and GIS or mapping applications.
- Ability to work independently, manage competing priorities, and exercise sound judgment.
- Physically capable of lifting equipment (up to 45 kg), working in confined spaces, and performing field work in varying weather conditions.

Work Location: 350 Queen Street West, Fergus

Annual Salary: \$74,098 – \$83,350 per annum [2026 Rate]

How to Apply: Interested applicants are requested to submit a **single document** that includes their resume (required) and optional cover letter in MS Word or PDF format by email to careers@centrewellington.ca by **April 19, at 11:59 p.m.** Please quote job posting ‘2026-26’ in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however, only those candidates selected for an interview will be contacted. **No phone calls please.**

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. The Township of Centre Wellington is committed to an inclusive, barrier-free recruitment process. If you require accommodation at any stage, please contact us at hr@centrewellington.ca

The lands we know today as the Township of Centre Wellington have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee ([read more](#)).