



**POSITION TITLE: COMPLIANCE AND TRAINING TECHNICIAN**

**DEPARTMENT: ECONOMIC GROWTH & COMMUNITY DEVELOPMENT SERVICES**

**REPORTS TO: UTILITIES COMPLIANCE COORDINATOR**

**CATEGORY: CUPE, PERMANENT FULL-TIME**

**UPDATED: JUNE 2026**

**HOURS OF WORK: 35 HOURS/WEEK**

**RATE OF PAY: \$35.95/ HOUR**

**CLOSING DATE: SUNDAY, JULY 19, 2026 (11:59 p.m.)**

**HOW TO APPLY: LOYALIST TOWNSHIP'S WEBSITE [CAREERS PAGE](#)**

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***The Compliance & Training Technician's work schedule is regularly Monday to Friday 8:30 A.M - 4:30 P.M.***

***From the week of May 1st to Labour Day, hours of work are Monday to Thursday, 8:15 a.m. to 4:30 p.m., and Friday, 8:15 a.m. to 12:15 p.m.***

**POSITION SUMMARY:**

The Compliance and Training Technician will be assigned a variety of tasks within the Township's Utilities Division: The position will assist the Utilities Compliance Coordinator with the administration of the Drinking Water Quality Management System for two drinking water plants, associated distribution systems and the management system of two sewage plants and collection systems. The Technician will be responsible to collect, review, enter, maintain, analyze and interpret data from water and wastewater plants and prepare straightforward accurate reports. The Technician will assist in scheduling operator training and operator's license upgrades and renewal applications. The position will be responsible for the accurate and timely entry of training data of operators. The ideal candidate is highly self-motivated, can achieve a high degree of accuracy, strong analytical thinker and has strong attention to details. Strong data management and advanced MS-Office knowledge are considered an asset.

**MINIMUM QUALIFICATIONS:**

- Successful completion of 3-year Community College Environmental Technologist or Technician Diploma or an equivalent combination of relevant education & experience
- A minimum of three (3) years of Environmental Technician related experience in a municipal environment preferable in the water & wastewater field
- Strong knowledge of water and wastewater operations and processes
- Awareness of the Drinking Water Quality Management Standard (DWQMS)

- Proficiency and proven experience in the use of computers and software, specifically MS-Office suite of products (Word, Excel, Access, PowerPoint, Outlook), internet research tools, Adobe Acrobat, cloud-based software and ability to become familiar with Township specific programs and software (WaterTrax, GIS, etc.)
- Required to obtain and maintain satisfactory CPIC (Criminal Record Check); and
- Required to possess and maintain valid Class “G” driver’s license, with a clean driving record and access to private vehicle.

**SKILLS, ABILITIES, AND KNOWLEDGE REQUIRED:**

- Highly self-motivated with the ability to work proactively, independently and with minimum supervision
- Strong attention to details with high degree of accuracy
- Working knowledge and good understanding of federal and provincial acts, regulations, codes, policies, and guidelines as it pertains to water- and wastewater operations (i.e. SDWA, OWRA, DWQMS, EPA, Fisheries Act, OHSA)
- Strong knowledge of water and wastewater operator licensing, certifications, training involving requirements, maintenance, upgrades and renewals
- Demonstrated ability to be familiar with monitoring data, data processing techniques and databases
- Ability to use operational knowledge to identify gaps or problems in adherence to policies and procedures, and ability to bring forward such issues to management in a timely and clear manner to ensure accountability and correction
- Ability to perform all calculations required in the operations of water and wastewater systems
- Ability to undertake and manage multiple assignments concurrently with the ability to prioritize
- Ability to create professional business documents (letters, reports, memoranda, minutes, etc.)
- Accurate record keeping and document control
- Clear and concise written & oral communication
- Ability to work in a team environment and independently
- Research skills and ability to ensure knowledge and skills are current
- Auditing knowledge
- Ability to work outside normal business hours as required

**DUTIES AND RESPONSIBILITIES:**

**Compliance:**

- Collect data from water and wastewater plants
- Review operations data for completeness and compile data for the maintenance of the DWQMS and sewage management system
- Analyze data against legal / operational requirements and report any data abnormalities to the Compliance Coordinator.
- Assist with the data management of the Township facilities in WaterTrax, review and enter data in a timely fashion

- Assist the Compliance Coordinator in the preparation of documentation required for federal and provincial inspections (i.e. MECP, Environment Canada) by gathering documents, preparing accurate straight forward reports and data tables
- Prepare straightforward reports and trending charts by developing and using Excel spreadsheets and using databases
- Maintain accurate and updated compliance-focused paper and electronic records (i.e. COCs, sampling plans, sampling and flushing records, PTTW, etc.)

#### **Training/Operator Licenses:**

- Assist in the preparation and scheduling of operator training
- Maintain an accurate and up-to-date database to track the status of operator licenses/certificates, training hours, work hours
- Prepare and distribute training reports for operation staff and supervisors
- Assist in the upgrade and license renewal applications process
- Update documentation as per compliance requirements

#### **Drinking Water Quality and Sewer Management System:**

- Assist the Compliance Coordinator with the administration by reviewing, updating, maintaining documentation and records
- Responsible for the accurate document and record control within the DWQMS and the sewage management system
- Assist with development of compliance-related SOPs, policies, contingency plans and work instructions including the review of regulatory changes as they relate to existing procedures
- Assist in compiling documentation required for internal & external audits and assist in the internal audit process

#### **Recordkeeping & Maintenance:**

- Maintain accurate and up-to-date records related to the Township's drinking water and wastewater operations and ensure such records are easily accessed for review by authorized personnel
- Maintain corporate files in accordance with the Operational Plan, the Utilities Policies and Township practices

#### **General:**

- Must stay current in knowledge and skills
- Responsible as an employee for health and safety, including working safely within requirements of legislation and policies, reporting hazards, and maintaining a safe and clean environment
- Adheres to Township policies and procedures
- Provide services to both internal and external customers in a timely and courteous manner
- Work effectively as part of a team, demonstrating good interpersonal skills, tact, and diplomacy
- Work within set standards
- Other duties as assigned

**WORKING RELATIONSHIPS:**

*Internal:* frequent communication within Utilities and in other divisions / departments such as Engineering; occasional communication with IT, Admin and Finance

*External:* occasional communication with laboratories, residents, representatives from other municipalities and agencies, contractors/vendors, seminar and course providers, trainers and consultants

**WORKING CONDITIONS/PHYSICAL DEMANDS:**

- Normal office environment working conditions apply for most working hours
- Required to work outdoors occasionally in various and changing weather conditions that include but is not limited to snow, rain, hot and cold temperatures, and wind.
- Occasional overtime required
- Occasionally may be required to attend meetings, programs, seminars, events which may take place at differently facilities, requiring travel.
- May be seated for long periods (3-4 hours) (with the ability to get up and move/stretch)
- May be required to do occasional moderate physical exertion
- Required to work occasionally in locations with exposure to sensory elements including biomaterial and chemical smells

*The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.*

Loyalist Township values a diverse workforce and looks to attract and retain people who will work together to provide excellent service to our residents, visitors, business partners, and each other. If you are looking for a rewarding opportunity to work with a team of professionals dedicated to promoting the quality of life and prosperity of our community, come join us!

In accordance with the Accessibility for Ontarians with Disabilities Act, Loyalist Township is pleased to accommodate the individual needs of applicants with disabilities within the recruitment and selection process. Please contact the Human Resources team at [hr@loyalist.ca](mailto:hr@loyalist.ca) or 613-386-7351 ext. 149 if you require accommodation.