



Environmental Compliance Analyst (12-month contract)

Department
Public Works

Vacancy
Existing

Employee Group
Union – CUPE 1287

Position Type
Contract – 12 Months

Join Us at the Town of Pelham!

The Town of Pelham is a vibrant and welcoming community dedicated to creating opportunities for current and future generations. We are proud to be part of the Niagara Region, known for its natural beauty, strong sense of community, and commitment to sustainability and growth.

Pelham is part of the Dish with One Spoon wampum, a treaty that guides a commitment to principles reflecting respect for our shared environment and responsibility to one another:

- Taking only what we need
- Leaving some for others
- Keeping our community clean and thriving

Pelham is home to approximately 19,000 residents and continues to grow while maintaining its small-town charm and high quality of life. The Town's 2022-2026 Strategic Plan prioritizes responsible growth and development, environmental stewardship, and building a resilient, future-ready organization. The mission is to create an active and sustainable community while promoting an exceptional quality of life, valuing its people, their experiences and the environment. Join the team and help make a meaningful difference in Pelham!

The Opportunity

Reporting to the Public Works Manager, the Environmental Compliance Analyst is responsible for managing the stormwater, water and wastewater services compliance programs, including the maintenance of the Drinking Water Quality Management System (DWQMS), and the development/maintenance of a storm and sanitary wastewater quality management system.

About You

What You Will Do

- Ensure that all operations remain compliant with legislative, regulatory and municipal requirements; track and communicate changes in legislative/regulatory requirements and recommend action; prepare mandated reports and report to Council when necessary.
- Lead the development, maintenance and continual improvement of the Town's DWQMS and the storm and sanitary wastewater quality management system to ensure the systems conform with all accreditation requirements. Identify gaps in operational performance/procedures and make recommendations to optimize maintenance activities.

- Act as the Town's DWQMS representative and perform those duties as described in government standards.
- Lead the development and maintenance of procedures and forms as required under the Municipal Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA) and Municipal Stormwater/Wastewater CLI-ECA for the Engineering, Roads and Fleet divisions and the Community Planning and Development Department.
- Manage quarterly construction compliance meetings related to the requirements of the Municipal Sewage and Stormwater CLI-ECAs and Drinking Water License and Permit.
- Provide orientation training to new staff and owner representatives on applicable procedures related to DWQMS, Drinking Water License and Permit, Municipal Sewage CLI-ECA and Stormwater CLI-ECA.
- Track and communicate changes to documentation related to the Municipal Wastewater and Stormwater CLI-ECA requirements and Drinking Water legislated requirements.
- Interact on a regular basis through formal and informal meetings with Public Works and Community Planning and Development Services staff to identify changes to procedures and forms related to drinking water, wastewater and stormwater.
- Lead the maintenance, administration, retention and control of DWQMS and Stormwater Management System and Sanitary Collection System documentation including procedures, operational plans, emergency response plans and all records in compliance with legislative, regulatory and municipal requirements.
- Act as Town liaison with the Accreditation Bodies and the Ministry and facilitate Accreditation Audits and Ministry inspections.
- Develop, maintain and facilitate the Internal Auditing Program including oversight and implementation of preventative and corrective actions identified through audits and customer issues.
- Ensure the Town's accreditation to the DWQMS Legislated Standard is maintained through scheduling and chairing the required annual reviews with management representation and scheduling the required annual systems audits and re-accreditation audits, and ensuring any nonconformances are addressed to the satisfaction of the accreditation body.
- As lead auditor for the DWQMS internal audit team, oversee the internal auditing program, including scheduling, training, preparing annual schedule and audit checklists, monitoring internal auditor progress, mentoring internal auditors, holding team meetings, etc.
- Coordinate Water/Wastewater Operator training and licensing programs including identification of training plans, management of training records, tracking of licensing requirements and, where required, delivery of staff training related to the DWQMS and Water/wastewater procedures.
- Maintain and further develop system-level and standard operating procedures based on customer service needs, health and safety concerns, system performance, industry's best practices, and both established and future changing legislative requirements.
- Assist Engineering Staff with the creation of tenders for the maintenance works of the Storm Management System and Sanitary Collection system.
- Provide various documentation to Engineering staff and maintenance contractors and act as the main point of contact as needed
- Analyze the annual maintenance inspection findings and previous reports to determine priority repair locations. Recommend upcoming capital projects/programs based on findings of annual inspections.
- Participate in pre-construction meetings and provide comments related to storm, sanitary or drinking water system additions or alterations as needed.
- Receive, review and provide detailed comments on forms and site plans for all alteration applications for the Storm, Sanitary and Drinking water systems to ensure compliance with the

Town's CLI ECA. Communicate alteration comments of the applications to the consultants/property owners.

- Calculate and invoice consultants and/or property owners for all charges pertaining to the Storm, Sanitary and Drinking Water systems, depending on the alteration request.
- Update documents on the Town website and notify the Communications department when public notices are to be published
- Review Temporary Works Permits, specific to connections to the storm, water or sanitary systems.
- Ensure the proper reporting and notification of incidents of nonconformance; ensure access to all related documentation and records; perform necessary follow-up.
- Recommend revisions to the DWQMS based on Best Management Practices and legislative or regulatory changes.
- Liaise, coordinate and collaborate regularly with operations and maintenance staff.
- Provide direction to union staff in relation to compliance-based tasks.
- Complete special projects as assigned.

What We Are Looking For

Before reviewing the qualifications listed below, we want you to know that we understand you may not meet all the qualifications described. We do still encourage you to apply as you may have other relevant expertise and experience to bring to the role

- Post-secondary education in Engineering, Environmental Science or related discipline
- Certified Engineering Technician designation is considered an asset
- DWQMS Internal Auditor training
- 5 years' experience in quality management and municipal government, preferably in water, wastewater and storm operations
- Applied, technical knowledge of federal, provincial and municipal policies, legislation and regulations, industry standards and best practices pertaining to water and wastewater utility operations, licensing and procedures
- General knowledge of drinking water, wastewater and stormwater infrastructure construction, maintenance and operation
- Demonstrated proficiency in MS Office Suite, GIS software, database applications/analysis, Adobe Acrobat, Lotus Notes and web page design/ maintenance
- Results oriented with attention to detail and concern for quality and standards
- Organizational, project planning, project management skills
- Written and verbal communication skills to explain issues to ensure full understanding, discuss information and/or decisions
- Ability to interpret and apply legislation and regulations
- Valid Class "G" driver's license

What's In It For You

- A competitive salary ranging between **\$70,470.40 - \$77,459.20** with a 35-hour work week (primarily 8:30am to 4:30pm Monday to Friday). Occasional work outside of normal working hours may be required.
- The option to participate in the OMERS pension plan
- A supportive and collaborative work environment
- A commitment to creating a diverse, equitable and inclusive culture that promotes a sense of belonging and represents and reflects the needs of the community we serve.

Summary

- Pay Rate: \$70,470.40 - \$77,459.20
- Vacancy: Existing
- Department: Public Works
- Position Type: Full-Time Contract
- Employee Group: Union
- Work Location: Office & Field-Based
- Hours of Work: 35
- Number of Openings: 1
- Posted Date: September 15, 2026
- Application Deadline: Tuesday, September 29, 2026, by 4:30pm

Applications are available online at <https://www.pelham.ca/careers> and must be submitted **by 4:30pm on Tuesday, September 29, 2026.**

The Town of Pelham is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. In accordance with the *Accessibility for Ontarians with Disabilities Act*, if you require this document or any additional documents in an alternative format, please contact Town Hall at 905-892-2607, ext. 315. Should you require any special accommodations to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

The Town of Pelham does not use artificial intelligence to screen, assess or select applications in the recruitment process.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.

In accordance with the *Municipal Freedom of Information & Protection of Privacy Act*, all information is collected under the authority of the *Municipal Act, 2001*, and will only be used during the selection process for the subject posting.