An Opportunity to Join Our Dynamic Team ... in a Dynamic City

The Corporation of the City of St. Thomas is accepting applications for an upcoming temporary vacancy:

POLLUTION CONTROL ENVIRONMENTAL COORDINATOR
Environmental Services Department
Temporary, Full-time (Up to 18 Months)

Posting #1305-11-26

POSITION SYNOPSIS AND PURPOSE:

This non-union position, under the general supervision of the Manager of Pollution Control, carries out a wastewater and industrial waste monitoring program, collecting samples and performing analytical duties related to wastewater treatment and industrial waste discharges to municipal sewers. Reports directly to Authority regarding Environmental Compliance Approval for Water Pollution Control Plant and Sewage Pumping Stations as per Provincial/Federal regulations. Monitors and enforces wastewater discharge by-laws. Coordinates the spill response, backflow prevention and fertilizer utilization on land/solids disposal programs. Provides backup coverage in the absence of the Manager of Pollution Control.

MAJOR RESPONSIBILITIES AND ACCOUNTABILITIES:

Compliance, Enforcement and Regulatory Responsibilities (40%)

- Conducts and/or ensures the carrying out of sampling of treated wastewater and industrial waste discharge.
- Conducts and/or ensures the carrying out of analytical testing including laboratory analytical testing on samples in accordance with standard procedures and departmental policies and practices.
- Records and maintains records of analytical results reporting variances to the Manager of Pollution Control and to proper Authority; submits quarterly Effluent Regulatory Results to Authority as per federal and provincial requirements.
- Ensures that laboratory instrumentation is regularly calibrated and maintained in good operating condition.
- Monitors wastewater and industrial water discharges for compliance with applicable City By-Laws and provincial/federal requirements.
- Implements Environmental Compliance Approval (ECA) for Water Pollution Control Plant, Combined Sewage Overflow and Sewage Pumping Stations; ensures Plant and Pumping

Stations are within the regulatory ECA requirements and in accordance with applicable provincial and federal legislation.
- Interprets By-Laws in accordance with direction and policy, advises of contraventions verbally and/or in writing. Gathers evidence and provides reports in the manner and form prescribed. Lays information and charges regarding By-Law infractions; enforces waste discharge By-Laws.
- Represents the Corporation at relevant legal proceedings, giving evidence in support of charges as required.
- Liaises with Community and Civic Inspection Agencies on procedures relative to the enforcement of Waste Discharge By-Laws.
- Maintains administrative and statistical records relative to By-Law enforcement and ensures the timely completion of reports.
- Liaises with local industries relative to applicable By-Laws and ancillary programs such as the Industrial Waste Management Program advising the Manager of Pollution Control of any unusual problems.
- Performs other duties, functions and responsibilities as assigned.

Pollution Control Plant Administration (20%)
- Administration of Work Manager System; informing, creating and organization of work orders. Continuously improving/updating the System to be better organized.
- Implements Sampling schedule and analyzes lab results to keep parameters within Regulations of a CFIA (Canadian Food Inspection Agency) Fertilizer. Utilization of Lystegro fertilizer on farmland, seeking farmland availability and solids disposal to landfill. Maintains relevant records as required.
- Assists with the procurement, coordination and management of Capital Projects for Pollution Control.
- Coordinates meetings for Inflow and Infiltration reduction programs, compiles inflow results by exporting data from Pollution Plant and Pumping Stations; creates presentable charts and graphs for service areas; collects meeting minutes and creates agendas.

Procedures, Policies and Report Writing (15%)
- Participates in the development, review and maintenance of policies, procedures, standards, plans and programs governing the Pollution Control Service Area.
- Compiles yearly analytical lab results for Pollution Plant, Overflows, Spills, Bypasses and Lystegro samples; creates Water Pollution Control Plant Annual Performance Report.
- Produces Council reports as required.

Spills Coordinator (15%)
- Coordinates the City of St. Thomas Spills Program in accordance with Provincial Legislation.
- Receives Service Requests with complaints of spills. Investigates, reports, documents, cleans-up and, if required contacts residents that are involved.
- Receives Spill calls that permits contacting residents to discuss/inform of Waste Discharge By-Law.

- Requires a cell phone to respond to afterhours spills and issues associated with a spill; 24 hrs/day while working.

Backflow Prevention Coordinator (10%)
- Acts as the backflow prevention coordinator liaising with local industries relative to the Plumbing Code and backflow prevention.
- Generates letters/emails notifying facility owners of devices due for testing.
- Implements backflow prevention program under By-Law No.44-2000.
- Creates annual reports for Regulated Water Department Inspections.

MINIMUM QUALIFICATIONS:

Education
- Post Secondary School Diploma in Environmental Technology or related field.

Experience
- Three (3) years related work experience or equivalent combination of education, training and experience.

Knowledge/Skill/Ability
- Must be capable of obtaining samples and performing precise, accurate chemical analysis on a wide range of environmental samples associated with the treatment of wastewater and industrial waste discharges.
- Able to work independently.
- Must possess project/time/records management, organizational, analytical, problem-solving, research and presentation skills.
- Demonstrated ability to communicate effectively and professionally with all levels of staff, contractors, consultants and regulatory officials.
- Must possess proficiency in word processing, spreadsheets, database and various software.
- Must be familiar with plumbing code, specifically backflow prevention.
- Must be competent with the meaning of the Occupational Health & Safety Act.

Other
- Satisfactory Police Record Check.
- Ontario Driver Record required.
- Must possess a valid Class "G" Ontario Driver's Licence and access to reliable transportation.

HOURS OF WORK:
- The normal workweek consists of 35 hours; Monday to Friday; 8:30 a.m. – 4:30 p.m. with a one-hour unpaid lunch.
- May be required to work outside and beyond the normal hours of work (meetings, spill response, overflow, etc.).
- Requires a cell phone to respond to afterhours spills 24 hours/day.

REMUNERATION: $93,961 - $114,212 per annum (2027 Rate)

Applications must be received no later than Wednesday December 2, 2026, at 11:59 p.m.

HOW TO APPLY:
Go to www.stthomas.ca – Employment Opportunities. Go to Posting Title and click the 'Apply' button. You may need to register/create a Login.

Please import/upload your COVER LETTER AND RESUME individually (i.e. pdf, word) and ensure you have attached all documents prior to submitting your application.
Note: You may be required to answer Qualification questions during the application process.

The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.

Although we appreciate all applications received, only those selected for an interview will be contacted.

Personal Information on this application is collected under the authority of the Municipal Act., R.S.O. 2001, as amended, and will be used to determine eligibility and suitability for employment with the City of St. Thomas.

Our hiring process does not use artificial intelligence (AI) or automated decision-making tools. Applications are reviewed and evaluated by our hiring team.