

	<b>Job#</b>	<b>Review Date:</b>  <b>September 2019</b>
<b>Job Title</b>	Compliance Coordinator	
<b>Department</b>	Infrastructure and Development	
<b>Division</b>	Environmental Services	
<b>Supervisor's Title</b>	Director of Infrastructure and Development	
<b>Reviewed by Incumbent</b>	(Print):	(Signature):
<b>Director's Approval</b>	(Print Name): Don Giberson	(Signature):
<b>CAO's Approval</b>	(Print Name): Dan Best	(Signature):

*Note to the reader: This job description is intended to relay information that describes the general responsibilities, tasks, and processes involved in performing the duties of this job. It is not intended to be a comprehensive list of tasks or a detailed step-by-step job manual. The information provided will indicate the general skill, effort, responsibility, and working conditions expected in the role.*

### • Purpose of the Job

Under the direction of the Director of Infrastructure and Development, the Compliance Coordinator is responsible for compliance issues associated with water distribution, wastewater treatment, waste water collection and landfill operations. The position is responsible for the upkeep and refinement of the systems including DWQMS internal audits, Management Reviews and required to interface with regulatory authorities and internal staff. This position is also responsible for the development, implementation and maintenance of all policies, procedures and processes to ensure that operation and maintenance are carried out to provide optimum utilization and protection of water, wastewater assets and landfill site.

### • Reporting Relationship

Name	Job Title
Don Giberson	Director of Infrastructure and Development

**• Key Responsibilities #1: Compliance, Legal Requirements and Audits**

- Monitor and review existing or new related Federal, Provincial or Municipal legislation (e.g., Safe Drinking Water Act, Ontario Water Resources Act, Health Protection and Promotion Act, etc.) to assess impact on existing systems and ensure compliance;
- Report any non-compliance issues, monitor corrective actions in accordance with procedures and regulations and file related correspondence;
- Review and evaluate Municipal Drinking Water Licenses, Drinking Water Works Permits, and Environmental Compliance Approvals for accuracy, completeness and the impact to existing water systems, wastewater systems and landfill sites;
- Conduct compliance and conformance audits of the water system;
- Act as the main contact for DWQMS auditors and MECP inspectors, and provide information and assist in the inspection and auditing processes for both.

**• Key Responsibilities #2: Processes, Policies and Procedures**

- Coordinate QMS compliance by ensuring that processes and procedures needed for the QMS are established and maintained;
- Prepare, review and implement all standard operation procedures, contingency and emergency plans and maintenance programs to ensure compliance with legislative and regulatory requirements for the water, wastewater and landfill sites.
- Facilitate risk assessment, corrective action and continual improvement processes and communicate QMS information to staff, as well as liaise with other municipalities and relevant organizations;
- Follow-up with day to day operational record keeping and ensure they are filed correctly to accurately reflect the operational performance parameters;
- Review and update the QMS Operation Plan, Water and Wastewater Operations Manuals and Contingency Plans to ensure that they are current and up-to-date.

**• Key Responsibilities #3: Asset Management and Maintenance of Processes**

- Assist in the preparation of equipment asset inventory, review and update as required;
- Review equipment manufacturer's specifications, prepare maintenance program and schedules to comply with procedures;
- Review maintenance manuals to ensure they are current;
- Complete contract tender evaluations;

- Prepare, review and summarize all preventative, corrective and emergency maintenance procedures, schedules and related records to ensure they are filed correctly to accurately reflect the systems' performance.

#### • **Key Responsibilities #4: Communication and Training**

- Ensure all personnel are aware of all applicable legislative and regulatory requirements that pertain to their duties in the operation of the Municipality's systems. Communicate changes and train staff on requirements, internal policies and procedures and any changes to ensure compliance;
- Provide guidance to senior and operations staff on the accreditation and management of the DWQMS program;
- Excellent interpersonal, administrative, organizational, communication, analytical, organizational and time management and prioritization skills.

#### • **Health and Safety**

Responsible, as an employee, for health & safety under the Occupational Health & Safety Act (OHSA). This includes, but is not limited to:

- Working safely within the law and safe work practices/procedures (understanding and following standard operating procedures, wearing personal protective equipment, using MSDS information, ensuring all guards are in place).
- Immediately reporting unsafe acts, conditions, or contraventions of the OHSA to a supervisor, the JHSC, or a Health & Safety representative.
- Maintaining a clean, orderly and safe work area.

#### • **Education and Qualifications**

- College diploma in Environmental Technology or a related discipline or equivalent technical experience or an equivalent combination of training, education, and experience;
- Minimum two (2) years' experience with compliance and the development and implementation of QMS.
- MECP Water Treatment, Water Distribution, Water Supply & Distribution, Wastewater Treatment, Wastewater Collection Licence would be an asset;
- Operator experience or knowledge of plumbing or mechanical trade would be an asset;
- Experience with DWQMS management systems;
- Working knowledge of the applicable Acts/Legislation/Regulations, in particular the MECP Regulations and the Occupational Health and Safety Act;

- Valid Class "G" Driver's License in good standing.

#### • **Personal Contacts**

Communication with internal and external individuals is regular in this position. Internally, this includes municipal employees. Externally, this includes the general public, Engineering Consultants, Contractors, Suppliers, Ministry of Environment, Conservation and Parks (MECP) and other government representatives.

#### • **Working Conditions**

Work occurs in an office environment with exposure to highly sensitive and confidential issues. This position requires periods of sitting, as well as consistent visual concentration upon computer screens. Occasional lifting of boxes is required. Hours of work are scheduled within the core operating hours of 8:30 A.M. - 4:30 P.M., Monday through Friday. Attendance at after-hours meetings will be required from time to time.

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