



POSITION DESCRIPTION

POSITION TITLE:	Compliance Coordinator
GENERAL SUPERVISOR:	Environmental Superintendent
EMPLOYEE GROUP:	Management / Non-Union

Position Summary:

- The Compliance Coordinator is responsible for overseeing the provincial and municipal regulatory obligations associated with quality and environmental management systems. This role includes developing, tracking, organizing, and monitoring management system data and compliance-related matters associated with water treatment and distribution, wastewater collection and treatment, landfill operations and stormwater management. The role will provide detailed compliance reports, analysis and recommendations to the Environmental Superintendent. This role will ensure the Town's compliance with environmental legislation and regulations. This role will also provide support to the Airport's SMS program.

Direction Received:

- The incumbent reports to the Environmental Superintendent.
- The incumbent routinely will be required to carry out the duties and responsibilities of the position without close supervision and in co-operation with other divisional personnel.
- The Compliance Coordinator follows administrative and operational policies established by Council and in accordance with all provincial statutes and regulations.

Direction of Others:

- Normally the incumbent is not required to supervise others, but does provide functional direction, formal instruction, or training in work techniques or processes to other Town employees.
- Provides functional direction, policy interpretation, and specialized advice to Council and Municipal Departments.

Revenue, Asset, and Expenditure Scope:

- The incumbent assists the Environmental Superintendent in the preparation of the departmental budget as required; authorizes payment of accounts.

General Responsibilities:

- Leads projects and multi-disciplinary teams involved in the development, revision, planning, audit/evaluation, and implementation of continual improvement of Drinking Water Quality Management Systems (DWQMS) programs, policies, and procedures.
- Coordinates and manages the development of compliance programs and strategic compliance initiatives, including analyzing legislation, regulations, policies, and best practices related to water/wastewater operational issues and risks.
- Ensures that water operations conform to DWQMS legislated requirements and objectives, keeping operational plans current and coordinating updates and technical content with operations personnel.
- Liaises with internal and external stakeholders, including government and non-governmental agencies, the public, and consultants on quality management and compliance matters.
- Stays abreast of Ministry of the Environment, Conservation and Parks (MECP) regulations, including the CLI-ECA process, ensuring compliance in water treatment and distribution, wastewater collection and treatment, landfill operations, and stormwater management.
- Leads the ongoing improvement and maintenance of the DWQMS, including risk assessments and water quality management practices.
- Provides direct support to municipal drinking water systems subject to DWQMS.
- Designs and delivers internal compliance and operational training programs.
- Coordinates environmental reporting and maintains comprehensive process documentation, including SOPs and environmental management plans.
- Coordinates and performs the lead role in internal and external audits of the Town's quality and/or environmental management system(s) for compliance and conformance to best management practices, policy/procedures, contractual operational requirements, and legislative requirements.
- Supports landfill expansion requirements and manages compliance with relevant regulations and environmental impact assessment processes.
- Provides dedicated audit support to the SMS program at the Fort Frances Municipal Airport.

Qualifications:

- Post-secondary education requiring up to three years for completion, including a university degree or diploma in environmental engineering, environmental science, general science, or a related field.
- Candidates with post-secondary education requiring over one year and up to two years for completion, such as environmental technician or instrument technician programs, combined with substantial experience in water and wastewater management, will also be considered.
- Minimum of three to five years of direct experience in a Water/Wastewater environmental regulatory field, with responsibilities for policy development and analysis and for monitoring and improving regulatory compliance and reporting systems and functions.
- Water / wastewater operational experience and certification would be considered an asset.
- Extensive knowledge of environmental and public health legislation, associated regulations, policies, procedures, and guidelines.

- Working knowledge of Environmental Management Systems and the theories, principles, and practices of environmental and occupational health sciences.
- Demonstrated knowledge of applicable legislation, municipal and government organization and structure, industry standards, issues, and best practices.
- Proficiency utilizing word-processing, spreadsheet, presentation, and database software.
- Demonstrated experience in writing and reviewing reports/studies, including ability to identify problems.
- Valid Ontario Class 'G' Driver's License

Effort:

- Review of data, preparation of estimates of job requirements based on multiple considerations, and preparation of timetables integrating various jobs require continuous concentration for prolonged to extreme periods. Attention spans are continually interrupted for short durations due to public and staff inquiries.
- Physical demands are related to combined muscular and sensory strain for long to extended periods of time.

Working Conditions:

- The incumbent is required to work an eight-hour day during regular business hours with a minimal requirement for out-of-town travel. The incumbent may be required to be available for emergency call out or scheduled on-call and would be compensated for standby duty. Additional hours average up to 20% in excess of the regular workday.
- The incumbent spends 50% of the average workday indoors in semi-private office surroundings. The balance of the day is spent in travel to and inspection of worksites with infrequent exposure to disagreeable climatic conditions for long to extended periods.
- The incumbent is occasionally exposed to risk from moving machinery and equipment for moderate periods while inspecting worksites.