



The Town of Newmarket, Public Works Services
Requires a **Water/Wastewater Compliance Coordinator**
Full-time – (35 hours per week)

About Newmarket

The growing community of Newmarket is home to 90,000 people and located 40 minutes north of Toronto, in York Region. As one of the most densely populated communities in Ontario, Newmarket may be small in area, but BIG things are happening there. From the transformation of a community landmark, the Mulock Property, into Newmarket's very own Central Park to the renewal of the urban corridors to make them even more eclectic, vibrant, livable, and lovable – the Town of Newmarket is always looking forward.

We offer and value flexibility to support work/life balance and wellbeing, including flextime, compressed workweeks, and hybrid work. Newmarket is committed to evolving, growing, and trying new approaches, all while creating an environment for extraordinary public service.

Job Description

Reporting to the Manager, Water/Wastewater, the Water/Wastewater Compliance Coordinator is responsible for developing and maintaining programs, standard and emergency operating procedures, policies, practices and audits related to regulatory compliance with applicable Federal and Provincial Acts and Regulations, including maintaining the Town's Drinking Water Quality Management Standard (DWQMS). The position will be responsible for developing, maintaining and monitoring the Water/Wastewater Services training program.

How do I qualify?

- Post-secondary diploma in a related field of Environmental Technology, with an understanding of municipal government and the services offered, and/or combination of education and experience.
- Progressive experience in contract administration, record keeping preferably in an engineering or public works environment, with a thorough knowledge of:
 - Safe Drinking Water Act and supporting regulations
 - Ministry of Environment Legislation/Regulations
 - Ontario Water Resources Act and supporting regulations
 - Clean Water Act and supporting regulations
 - Water Opportunities Act and supporting regulations
 - Environmental Protection Act and supporting regulations
 - Municipal standards
 - Occupational Health & Safety Act
- Progressive experience in a public works environment with a thorough knowledge of all applicable federal, provincial, and municipal legislation and best practices in water distribution systems. Ability to interpret and translate legislation into recommendations related to operations, management, planning, and organizational development.
- Knowledge and ability to advise on hazardous spills and clean ups such as an industrial chemical spill into the system. Must be competent from a knowledge and experience perspective to ensure work is completed in accordance with health and safety legislation.
- Demonstrated experience in developing, delivering and coordinating training programs.
- Thorough knowledge in all areas of the Drinking Water Quality Management System (DWQMS).
- Strong project management skills including planning, prioritizing, organizing, budgeting and the ability to multi-task.
- Working knowledge of municipal infrastructure drawings with the ability to interpret and comment.
- Proficient in the use of computer programs, including Microsoft Office (Word, Excel, Access, Outlook), ArcGIS, Water Trax and other applicable industry software and various agency reporting/tracking requirements.
- In consultation with the Town's Corporate Communication staff, prepares information on water, wastewater and stormwater programs used for public information on the Town's web site, social media and other communication methods.
- Ability to work with minimal supervision and to exercise judgement.
- Excellent written, oral and presentation communication skills.
- Excellent interpersonal, public relations, trouble-shooting, organizational and co-ordination skills.
- Class "G" Driver's Licence in good standing with own reliable vehicle to use daily on corporate business.

Salary: \$76,668 - \$95,835

How do I apply?

Please apply online at www.newmarket.ca by 5:00 p.m. on **September 24, 2024**, quoting the file number **24-06**.

The Town of Newmarket is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. Please no phone calls.