



JOB DESCRIPTION

The Corporation of the City of Orillia has an opening for the full-time position of Environmental Compliance/QMS Coordinator in the Waste Management and Environmental Compliance Division of the Environment and Infrastructure Services Department.

DUTIES

- Liaise with and provide guidance to Environment and Infrastructure Services staff, other department staff, regulatory agencies, municipalities and utilities regarding compliance related to City activities to ensure a clear understanding of the regulatory compliance review processes and procedures.
- Review and assist with creating, updating and implementing departmental policies, procedures, procedure manuals, staff training programs and City by-laws relating to water, wastewater, stormwater, brownfields, solid waste, contingency and emergency plans, and maintenance programs to ensure continued compliance with legislative requirements.
- Monitor and provide assistance to operations staff regarding operator licensing upgrades and renewal applications. Coordinate and track mandatory licensing requirements.
- 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.
- Provide assistance for environmental compliance inspections, complaints and environmental sampling activities as required. Investigate complaints and alleged offences regarding all compliance-related aspects of City by-laws. Ensure records for all compliance-related activities are maintained and readily retrievable.
- Lead the planning of stormwater pond maintenance, ditching, flushing, drainage issues and improvement opportunities through the stormwater management system.
- Assist with the application and evaluation of the Drinking Water Licence, Drinking Water Works Permit, Permits to Take Water, and Environmental Compliance Approvals for the department for accuracy and completeness.
- Act as a Risk Management Official (RMO) on risk management activities and compliance with respect to Source Water Protection.
- Oversee the City's Enviro-Save program.
- Provide administrative and technical coverage for the Director during absences in conjunction with the General Manager for political and/or senior leadership matters.
- Participate in the development of the Department's Emergency Management system.
- Develop and manage key performance indicators across areas of responsibility, including health and safety, maintenance, compliance, and engagement.
- Participate in departmental management functions including Joint Health and Safety and Labour Management Committees.
- Other duties as assigned in accordance with corporate objectives

QUALIFICATIONS

- Bachelor degree in engineering, environmental sciences or other technical area or any combination of education and experience that would provide the required knowledge and abilities for the position.
- Minimum two to three years experience in developing, implementing and supporting Canadian federal and provincial environmental compliance programs and/or DWQMS.
- RMO designation an asset.
- Knowledge of Water and Wastewater subsystem licensing would be an asset.
- Environmental sampling and/or field activities experience would be an asset.



- Regulatory experience and/or experience dealing with regulatory agencies would be an asset.
- Excellent interpersonal, report writing, communication skills with the ability to work effectively in a team setting with minimal supervision.
- Strong computer skills using MS Word, Excel, PowerPoint, e-mail and the internet.
- Valid Ontario Class G driver's licence with access to reliable vehicle.
- An acceptable Criminal Record Check is required for this position at the incumbent's expense, prior to commencement of employment.

Compensation for this position is \$80,870 to \$94,608 for a 40-hour work week, plus a comprehensive benefits package. Interested employees are invited to submit their application by October 31st 2024, at noon.

Applications will only be accepted by applying online. Please visit <https://careers.orillia.ca/>

We thank all applicants that apply and advise that only those to be interviewed will be contacted. The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. In accordance with the *Municipal Freedom of Information and Protection and Privacy Act*, personal information is collected under the authority of the *Municipal Act 2001*, S.O. 2001, c. 25, and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, 50 Andrew St. S., Suite 300, Orillia ON L3V 7T5 or call 705-325-1311.