

CITIZENS FIRST THROUGH SERVICE EXCELLENCE

We have an exciting **Permanent Unionized** opportunity in the **Environmental Services Department** for an experienced and motivated individual.

**Drinking Water Quality Management System Coordinator
(FILE #J0225-0356)**

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

Responsible for:

Responsible for implementing and administering all requirements of the Drinking Water Quality Management System (DWQMS), including updating and maintaining standard operating procedures, the operational plan, as well as ensuring that related processes and policies for the DWQMS are in accordance with regulatory requirements. Contributes to the development of training and materials as well as facilitates training to water and wastewater operational staff, oversees and tracks all training records and ensure compliance with regulatory requirements. Assist in the coordination of DWQMS internal and external audits, Ministry inspections, and the implementation of corrective actions and continual improvement processes. Coordinates drinking water license and permit applications, renewals, and modifications and communicates Quality Management System information to internal stakeholders as required. Liaises with other municipalities and internal and external stakeholders.

Please note this position requires the successful candidate to work on-site 5 days' a week at the Joint Operations Centre (2800 Rutherford Road).

Responsibilities**Compliance and Reporting**

- Coordinates DWQMS internal and external audits, implements corrective actions as part of continual improvement processes; maintains and controls QMS documentation; and communicates QMS information through training and updates to internal stakeholders as required.
- Maintains Drinking Water Quality Management System (DWQMS) Operational Plan and compiles data related to the City's sampling program, environmental, legal and other compliance initiatives, systems and programs.
- Reviews and updates operational procedure manuals and provides training of same.
- Monitors drinking water sampling programs, monitors test results and liaises with the Ministry of Environment and Climate Change (MOECC) and local Health Unit providing notification of adverse test results; including monitoring data submitted by third party contractors. Working knowledge of the Ministry of the Environment and Climate Change Safe Drinking Water Act as it pertains to water samples as well as all other pertinent acts, regulations and by-laws.
- Develops the required Annual Report and Annual Summary Report for the MOECC.
- Compiles flushing data and residual data from new subdivisions, including third party data trending and noted 'average thresholds' are maintained.
- Retrieves, compiles and maintains records and information for use by the Supervisors in Ministry of Environment and Climate Change (MOECC) inspections, investigations, audits and reports.
- Prepares correspondences, reports and statistical data and completes forms as required.
- Compiles data for the MOECC Annual Report and Annual Summary Report.
- Adverse reporting, completing chains of custody for laboratory testing of water samples; receives, logs and tracks test results and liaises with staff, contractors, residents, MOECC, and York Region regarding results; responding to resident enquiries.
- Implements and administers the DWQMS Quality Management System (QMS) by ensuring that processes and procedures necessary for the QMS are established and maintained.
- Performs reporting of Adverse Water Quality Incidents, completing chains of custody for laboratory testing of water samples; and liaises with staff, lab personnel, MOECC, and York Region Public Health regarding results.

Coordination of Training/License Renewals

Coordinates Ministry exams and license renewals, contributes in the development of training and materials including facilitating training sessions for operating staff, coordinating logistics i.e. reserve training rooms, arrange meals; provides training notices; and conducts audits of training and courses.

- Assist in outreach and education initiatives, including web page updates that support the DWQMS.
- Conducts audits of training and courses provided to ensure quality trainers are engaged for operator training.

- Researches and sources opportunities for health and safety, "on-the-job" training and develops programs in support of same.
- Maintains a collaborative working relationship with training providers and the Ministry appointed certification office.

Records Management

- Assists with maintaining departmental training database, including learning needs assessment reflective of compliance with legislated requirements and health and safety.
- Maintains database, paper and electronic records on operator licenses/certificates, training hours and continuing education units (CEU's); tracks operator license/certificate renewal dates in accordance with the latest legislation.

Qualifications and experience:

- University Degree in Environmental Studies, or suitable equivalent.
- Minimum three (3) years related experience in a municipal environment in the water and wastewater field.
- Certificate in Training Teaching Adults is considered an asset.
- A member in good standing with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) is preferred.
- Detailed knowledge, understanding and application of DWQMS and drinking water systems.
- Working knowledge of the Ministry of Environment and Climate Change regulations pertaining to the Safe Drinking Water Act, the Ontario Water Resources Act, Drinking Water Quality Management Standard, and water/wastewater certifications and licensing.
- Excellent knowledge in water and wastewater operator licensing, certifications, and training involving requirements, maintenance, upgrades and renewals.
- Proficient keyboarding skills and working knowledge of People soft, and Microsoft applications (e.g.: e-mail, word processing, spreadsheet and database applications).
- Excellent communication (verbal and written) and interpersonal skills.
- Ability to deal effectively and courteously with Regional, Provincial and Federal Officials, government agencies, the public and staff.
- Possesses a valid Ontario class 'G' driver's license in good standing with access to a reliable vehicle for corporate use.
- Knowledge of and demonstrated ability in the City's core competencies.
- Ability to work outside normal business hours as required and in accordance with the Collective Agreement.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please apply on or before March 5, 2025, at: [City of Vaughan - Drinking Water Quality Management System Coordinator](#)

Please note that only candidates selected for interviews will be contacted.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.