



Job Title: Water Compliance Program Manager

Job Opening: # 42582

Business Unit: Public Works

Division: Water & Wastewater

Location: Thorold, Ontario

Standard Hours: 40.00 / week, Regular Full-Time

Salary Range: \$ 87,470.00 - \$102,900.00

Close Date: 2025-06-11

About Us

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

Job Summary

Reporting to the Associate Director, Water Operations & Maintenance, the Water Compliance Program Manager is responsible for the execution and direction of all drinking water compliance and source water protection programs necessary to comply with all federal, provincial and municipal legislated requirements for municipal drinking water within the Region.

Education

- Post-secondary degree in Planning, Engineering, Agricultural Sciences, Environmental Sciences or related discipline.
- Additional training in source water protection, water and wastewater treatment, agricultural practices and planning is preferred.

Knowledge

- 5 years' work experience with municipal legislated requirements for water operations.
- 7-10 years' work experience with municipal legislated requirements for water operations is preferred.
- Ministry of Environment, Conservation and Parks certification for Risk Management Official and Risk Management Inspector (ability to obtain within 6 months of appointment)
- Working knowledge of all aspects of the Safe Drinking Water Act, Clean Water Act, Environmental Protection Act, and other standards, acts, by-laws, regulations and guidelines, as they pertain to water and wastewater operations.
- Ministry of Environment, Conservation and Parks certification/licencing for Water Treatment and Water Distribution and/or Wastewater Treatment and Wastewater Collection, or Water Quality Analyst is preferred.
- C.Tech. or C.E.T. certification through the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) is preferred.

Responsibilities

Gathers data, conducts research and prepares background documents, reports and presentations regarding water compliance and source water programs, ensuring compliance to federal and provincial acts, regulations and legal instruments. (30% of time)

- Consolidates and analyzes statistical and operations data and commentary for water compliance for inclusion in legislated annual and summary reports and submits performance data to the Ministry of Environment, Conservation and Parks Water Taking Reporting System (WTRS).
- Acts as lead project manager for regulatory inspections of water treatment systems, arranging for data collection and responses to provincial officer questions and developing documents and reports of non-compliances and recommendations from each inspection.
- Creates, coordinates and maintains a system to track all water compliance records, including Permits to Take Water, Drinking Water Works Permits, Environmental Compliance Approvals, Licenses, etc.
- Prepares reports for Committee and Council, providing status updates, outlining issues and making recommendations to assist them in their decision making process.

Develops and recommends performance standards, methods and procedures for the water compliance and source water protection processes in the Region to ensure compliance with all applicable federal, provincial and municipal legislation regulatory instruments. (25% of time)

- Ensures water compliance and source water protection activities and programs meet operation and maintenance standards, the requirements of the regulating bodies, including federal and provincial legislation, provincial approvals, and Council policies and objectives.
- Conducts impact assessments and provides recommendations to senior leadership regarding federal/provincial legislated changes.
- Works with divisional staff and regulatory agencies to determine root cause and implement corrective action strategies and plans to deal with near miss and non-compliance events.

Provides leadership and direction on water compliance and source water programs in the Region. (15% of time)

- Monitors and ensures compliance of the water compliance and source protection activities with provincial regulations and legislation, regulations and guidelines.
- Participates in provincial working groups and provides input to governing bodies for proposed changes to legislation and policies (provincial/federal) related water compliance and source protection programs.
- Attends pre-construction contract review and construction site meetings, as required.
- Compiles, reviews and provides input into contract specifications, terms of reference or procedures to ensure legislated requirements are met.
- Develops and facilitates training for staff on water compliance programs and relevant changes.
- Coordinates the division's hazardous waste disposal program.

Performs the statutory duties of the Risk Management Official prescribed under Part IV of the Clean Water Act. (10% of time)

- Develops guidance documents, templates and forms to assist landowners, business owners, residents and others with preparing Risk Management Plans as prescribed under the applicable Source Protection Plan.
- Negotiates risk management plans with landowners, business owners, residents and others on significant drinking water threats, as prescribed under the applicable Source Protection Plan policy.
- Issues, tracks and monitors permits issued under Part IV of the Clean Water Act.
- Conducts site visits to monitor compliance with Risk Management Plans.
- Prepares annual report that summarizes actions taken as Risk Management Official and Risk Management Inspector and submits to appropriate Source Protection Authority in accordance with the regulations.
- Prepares reports for the Source Protection Authority to comply with relevant monitoring policies in the Source Protection Plan.
- Develops and implement education and outreach programs for Source Protection, identifying target audiences and key messages, developing materials and conducting presentations.

Manages relationships with internal and external stakeholders. (10% of time)

- Provides technical support and input to other members of the Water-Wastewater Division on an as-required basis.
- Acts as chair/co-chair for the Niagara Region Municipal Quality/Compliance Working Group, Ministry of Environment, Conservation and Parks Technical Meetings, and additional committees as required.
- Coordinates and attends meetings with Area Municipalities when necessary.
- Participates on source water protection committees as required.
- Acts as regional representative on industry associations or committees as required.
- Responds to public enquires as required.
- Engages various divisional working groups to review and consider new practices and procedures to reduce risk and exposure.
- Provides effective liaison with provincial authorities, consultants, contractors and the general public with respect to water compliance and source water protection to ensure their understanding of Regional requirements, policies and directions.

Prepares applications and supporting documentation for Drinking Water Works Permits and Licences, Permits to Take Water and facilitates drinking water system approvals. (5% of time)

- Facilitates reviewing and commenting on all provincially required approvals, permits, certificates and licences to ensure accurate representation and consistency.
- Facilitates and coordinates applications for appeal in accordance with the legislated appeal process.
- Facilitates sign-off of various mandated provincial/federal submissions that bind the corporation, in accordance with delegated authority, as described in the document execution by-law.

Coordinates the development, implementation and continuous improvement of the Region's source water protection program. (5% of time)

- Provides technical support and guidance Regional staff and external stakeholders regarding sustainable land use planning, infrastructure management and operation of drinking water systems, to protect the quality and quantity of municipal drinking water.
- Issue orders and notices as designated under the Clean Water Act (Part IV) to protect drinking water.
- Appears for the Region as an expert witness at Ontario Municipal Board, Environmental Tribunals or other related hearings.

Closing Statement

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges TODAY!

Let us know why you would be an excellent team member by submitting your online application at www.niagararegion.ca by June 11, 2025.

We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.