



# Employment Opportunity

**GEORGINA**

Town of Georgina Human Resources  
careers@georgina.ca



## Operations Technologist – Water, Wastewater, Waste (Posting #2025.81)

<b>Department:</b>	Operations and Infrastructure
<b>Division:</b>	Water/Wastewater
<b>Location:</b>	Water/Wastewater/Waste Facility
<b>Status:</b>	Permanent, Full Time
<b>Hours of Work:</b>	35 hours per week
<b>Number of Positions:</b>	1
<b>Hourly Wage:</b>	\$38.90 to \$43.21
<b>Date Posted:</b>	June 27, 2025
<b>Date Closing:</b>	July 11, 2025

### **Come work with us!**

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

### **Position Purpose**

The Operations Technologist plays a key role in managing CLI ECA compliance for the Town of Georgina. This position is focused on ensuring compliance with environmental regulations and standards concerning sanitary and stormwater management, while also supporting various operational initiatives. The technologist will concentrate on wastewater and stormwater management infrastructure to maintain ongoing compliance with the legislation set forth by the Ministry of Environment, Conservation and Parks (MECP). Additionally, this role involves providing support for all operations, maintenance, and reporting needs. ***For full details and qualifications, please see attached job description.***

### **Minimum Qualifications**

Post-secondary degree or 3-year diploma in Civil Engineering Technology or Environmental Technology from an accredited College or University; Certified Engineering Technologist (CET) designation considered an asset. Minimum three (3) years previous related experience in Wastewater/Stormwater operations and/or environmental services, preferably in a municipal environment

### **How to apply**

Qualified applicants are invited to submit a resume and cover letter, identifying the Job Title and Job ID#. Please apply by visiting the [www.georgina.ca/careers](http://www.georgina.ca/careers) no later than 11:59 pm on the closing date. The assessment process may include a practical test and/or interview.

### **Committed to diversity and a barrier-free environment**

The Town of Georgina is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We encourage applications from people with disabilities and will accommodate the needs of applicants under the [Ontario Human Rights Code](#) and the [Accessibility for Ontarians with Disabilities Act \(AODA\)](#) throughout all stages of the recruitment and selection process. Please advise the Human Resources Team if you require an accommodation(s) and we will work with you to meet your needs throughout any stage of the process. Please be advised that this information will be treated in a confidential manner.

We thank all candidates for their interest, however only those being considered will be contacted.

*Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. Further information concerning the collection of personal information should be directed to the Human Resources Manager, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1 (905) 476-4301*

## JOB DESCRIPTION

<b>Title:</b>	Operations Technologist	<b>Position #:</b>	
<b>Department:</b>	Operations and Infrastructure	<b>Division:</b>	Water, Wastewater, Waste
<b>Date Created:</b>	November 1, 2024	<b>Revision</b>	
		<b>Date:</b>	
<b>Reports To:</b>	Manager, Operations	<b>Job Grade:</b>	14
<b>Direct</b>	None		
<b>Reports:</b>			
<b>Indirect</b>	Temporary staff, engineering students, contractors		
<b>Reports:</b>			
<b>Employee</b>	CUPE 905.03		
<b>Group:</b>			

### Position Summary

The Operations Technologist plays a key role in managing CLI ECA compliance for the Town of Georgina. This position is focused on ensuring compliance with environmental regulations and standards concerning sanitary and stormwater management, while also supporting various operational initiatives. The technologist will concentrate on wastewater and stormwater management infrastructure to maintain ongoing compliance with the legislation set forth by the Ministry of Environment, Conservation and Parks (MECP). Additionally, this role involves providing support for all operations, maintenance, and reporting needs.

### Responsibilities

- Provide a leading role in the delivery of the sanitary and stormwater programs to ensure compliance with the Town's CLI-ECAs
- Update by-laws and drafts council reports regularly
- Coordinate interdepartmental activities required through the CLI ECA to assist with maintaining the systems and its assets in a good state of repair
- Review, interpret, and comment on technical reports, engineer drawings, and legislative documents.
- Assist in the annual budgeting process including monitoring and managing operational and capital budgets for contracted services for the Division
- Develop requests for proposals, tenders and technical specifications for contracted and consulting services related to water, wastewater, storm, geotechnical, and construction projects
- Accountable for all financial and operational deliverables associated with contracts including project budgets, estimates, meetings, documentation, deliverables, field-oversight, and contract close out, according to the provisions of contract
- Ensure all Town standards and provincial standards are always met, in-line with the needs of the Town
- Leverage industry standards, knowledge and experience to provide solutions of repair or replacement on various municipal infrastructure types
- Provide staff resources and technical support to various Advisory Committees of Council.
- Participation in Technical Committees formed by the Regional Municipality of York, local municipalities and other external agencies

- Provide customer service and respond to technical inquiries from the public and external stakeholders and agencies related to operations
- Prepare presentation materials for, and attend meetings with the public as a representative of the Town, present information on Departmental functions and projects
- Prepare written communication, newsletters, information articles and website content, in draft format, for use by Corporate Communications and senior management with respect to departmental business plans and operations.
- Provide support, in-field and in-office, to the division Manager as required
- Manage the work order system as assigned
- Ensures that all work designed and delivered holds public safety (vehicular and pedestrian traffic) as a priority
- Participation in the Town's Health & Safety Program; complies with the Occupational Health and Safety Act, other applicable legislation and best practices
- Maintain knowledge of and adhere to all Town of Georgina Policies and Procedures
- Participate in ongoing training and development and ensure all mandatory requirements are met and maintained
- Process applications for new Water and Wastewater servicing; verify service availability, verify ICI water meter sizing is appropriately sized for the specified application, ensures fee payment, and reviews application for compliance with engineering drawings; liaises with third-party contractor for coordination of service installations and inspect connections to ensure work is carried out to the applicable town standard.

#### Supporting Function for Excess Soil & Backflow Prevention:

- Adhering to specific regulations and best practices to ensure environmental protection and compliance within the Town of Georgina
- Understand and ensure compliance with the Ontario Ministry of the Environment, Conservation and Parks (MECP) guidelines, particularly the "Excess Soil Regulation" under the Environmental Protection Act. This includes regulations about the management, reuse, and disposal of excess soils.
- Engage with stakeholders, including local communities, regulatory bodies, and project partners, to communicate excess soil management plans and address any concerns.
- Ensuring compliance with the town's by-law regarding backflow prevention, which is vital for protecting public health and the water supply
- conducting regular assessments of backflow prevention systems and recommending revisions to the by-law as needed to address emerging challenges and improve overall effectiveness.
- Collaborate with relevant stakeholders to enhance the town's backflow prevention strategies and ensure the safety of the community's water resources.
- Administering a cross-connection control program

The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. The Town of Georgina reserves the right to amend this position description at any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

## Minimum Qualifications

### Education and Training

- Post-secondary degree or 3-year diploma in Civil Engineering Technology or Environmental Technology from an accredited College or University
- Certified Engineering Technologist (CET) designation considered an asset

**Experience**

- Minimum three (3) years previous related experience in Wastewater/Stormwater operations and/or environmental services, preferably in a municipal environment
- Up to one (1) year on the job for the period of adjustment, orientation, and adaptation

**Knowledge**

- CLI ECA Compliance In accordance with Environmental Conservation Act (ECA)
- Occupational Health & Safety Act, Safe Drinking Water Act and Regulations, Ontario Water Resources Act, Building Code Act, Fire Protection and Prevention Act, Municipal Act, 2001 and Environmental Protection Act and Regulations, and other provincial policies, directives, statutes, and regulations that are in accordance with job responsibilities are required.
- O. Reg. 406/19: ON-SITE AND EXCESS SOIL MANAGEMENT
- CAN/CSA-B64.10-11 CAN/CSA-B64.10.1-11 Standard

**Competencies**

- Demonstrated ability to effectively use GIS software and Computer Aided Design Software (ArcMap and AutoCAD)
- Database management
- Strong verbal and written communication skills
- Demonstrated ability to use engineering surveying equipment
- Computer proficiency including MSOffice Suite
- Exceptional customer service skills, including the ability to communicate effectively with the public

**Physical Demands and Working Conditions**

- Normal office conditions and in-field work
- Ability to work in all weather conditions inside and outside of normal business hours
- May be required to work evenings or weekends to attend meetings
- Ability to carry and operate equipment including traffic counters, survey equipment and tools as required
- Valid class 'G' Driver's license with no more than 7 demerit points