



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

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:** \$69,071 - \$86,338

**How do I apply?**

Please apply online at [www.newmarket.ca](http://www.newmarket.ca) by 5:00 p.m. on **May 2, 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.