



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

RISK MANAGEMENT INSPECTOR PERMANENT FULL TIME (35 HOURS PER WEEK)

The Township of Centre Wellington is a thriving and growing community of 31,000 residents with diverse urban and rural settings. Its close proximity to Guelph and Kitchener-Waterloo, diverse economy, active arts community and renowned natural features are among its many lifestyle advantages.

To provide County-wide support and coordination for the Wellington Source Water Protection Program and deliver Part IV of the Clean Water Act, including risk management inspection services, for the local municipalities where appointed, project management for development, implementation of the education and outreach programs and project management of Source Protection Program related policy, database and technical projects. This position supports program implementation in the Township of Centre Wellington and partner municipalities in Wellington County.

Major Duties & Responsibilities:

Part IV Responsibilities/Development Review

- Exercise legal authorities as an RMI/alternate RMO as outlined in the Clean Water Act, Provincial Offences Act and/or Municipal By-laws as required.
- Conduct inspections to determine compliance with the Clean Water Act and applicable source protection plans.
- Complete field verification surveys for various land uses, including agricultural, commercial, industrial, and residential properties.
- Project management for development activities including processing and reviewing planning applications, building permits, and land use planning issues pursuant to the Clean Water Act.
- Screen and track development applications, prepare notices, memoranda, and other correspondence under the direction of the Risk Management Official.
- Review and comment on Drinking Water Threats Disclosure Reports and associated Management Plans.
- Negotiate and prepare Risk Management Plans for various land uses, including agricultural, commercial, industrial, and residential properties.
- Research and assist in creating templates, guidance documents, fact sheets, forms, presentations, and letters for the administration of the source protection program.
- Issue orders, initiate prosecutions and attend, as an expert witness, at Environmental Review Tribunal, Local Planning Appeal Tribunal, or related hearings as required.

Policy Development and Technical Projects

- Provide support to the Risk Management Official and the internal/external colleagues to implement and coordinate the source protection program.
- Prepare, write, provide input and edit correspondence, reports, briefing notes, presentations, statistics and analysis. This includes Source Protection Plans and Assessment Reports, policy updates, technical studies, guidance documents, internal documents and processes as required.
- Participate in the engagement process/technical studies/ policy development for assessment reports, source protection plans and/or other studies as required.
- Provide comment on Source Protection Plan updates and provincial program changes.
- Represent Wellington Source Water Protection at various meetings or working groups with external municipalities or government agencies including provincial ministries and conservation authorities.
- Provide support to our partner municipalities in implementing the source protection program within Wellington County, including attendance at the internal Wellington County Source Protection working group.

- Support the County, Towns, and Townships by providing office hours at the individual municipal offices where the RMI is appointed.
- Assist the Risk Management Official in administering and coordinating consultants and contractors to ensure the completion of projects and programs.
- Provide input to and/or prepare various reports, briefing notes, presentations, statistics and analysis.

Database Management

- Data input, quality control and administration of source protection related databases and network file sharing.
- Attend and organise user group and collaboration group meetings related to the shared database system.
- Coordinate with the Database Administrator, Designer, and Township IT staff regarding bug fixes, missing data, and the rollout of new tools and updates.
- Develop templates, custom reports, forms, standard operating procedures, and other tools for reporting metrics, data collection, communication tracking, and business processes.
- Update annual reporting metrics and assist the Risk Management Official in the completion of legislated and internal annual reporting.

Education Outreach

- Implement, measure, and develop communications strategies, including organizing events, social media, a website, and surveys; develop and design educational materials.
- Coordinate and participate in the planning, implementing and delivering groundwater/water education events, such as the Waterloo Wellington Children's Groundwater Festival.
- Deliver mandatory education programs.
- Organize, attend, and present at various education and outreach events for different audiences, such as students, the public, community, and industry groups.
- Develop and deliver training programs for County, Town and Township staff regarding source protection.
- Collaborate with subject matter experts in communications, education, and outreach to plan and implement the various aspects of the communications plan and education and outreach programs.
- Respond to inquiries from the public, agencies, landowners, and businesses.

Minimum Qualifications and Requirements:

- Successful completion of a Bachelor's degree from a recognized post-secondary institution in Environmental Science or Studies or a related fields.
- Risk Management Inspector designation, in good standing, from the Ontario Ministry of the Environment, Conservation and Parks or ability to obtain the designation.
- Minimum three (3) years related and relevant experience in the municipal, government, Conservation Authority or consulting work environment.
- Experience in environmental audit / site assessment, municipal groundwater supply systems and related legislation. Candidates with an equivalent combination of education and experience may be considered.
- Experience in conducting field work independently and safely in varied terrain, as part of a team and alone.
- Knowledge of environmental audit / site assessment, municipal groundwater supply systems and related legislation.
- Knowledge of the following: Clean Water Act, Environmental Protection Act, Nutrient Management Act, Ontario Water Resources Act, Provincial Offences Act, Pesticides Act, and the associated regulations, guidance documents and source protection plans relevant for the above legislation.
- Ability to interpret and apply legislation, regulations, guidance, and other regulatory documents.
- Must possess excellent written and verbal communication skills required to deliver customer service in an accessible manner.
- Strong organizational and problem solving skills; able to manage priorities and workflow and be self-motivated.
- Ability to effectively communicate legislation and utilize conflict resolution, influence and persuasion skills with the public.
- Excellent interpersonal skills with the ability to work in a team environment.
- Attention to detail is critical.
- Strong ability to organize data and conduct analysis, including fundamental statistical analysis.

- Valid Class G Driver's License and maintain a clean driver's abstract
- Proficient computer and Internet skills, with knowledge and experience in Microsoft Office, Excel, PowerPoint, and databases.
- Knowledge of the Occupational Health & Safety Act.

Annual Salary: \$78,820- \$88,661 (2025 salary range)

How to Apply: Interested applicants are invited to submit ONE document, including a Resume (cover letter optional) in MS Word or PDF format by email to careers@centrewellington.ca by June 1, 2025, at 11:59 p.m. Please quote job posting 2025-39 in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications.

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance. All qualified internal candidates will be interviewed before external candidates are interviewed. We thank all those who apply; however, only those candidates selected for an interview will be contacted.