

POSITION DESCRIPTION
Coordinator of Water and Wastewater Programs

Department:	Public Works	Reports to:	Supervisor of Water and Wastewater Technical Services
Effective Date:	September 2008	Positions Supervised:	1
Revised Date:	March 2021	Page:	1 of 2

POSITION SUMMARY:

Ensures that water and wastewater systems are operating within Ministry regulations to ensure the safety of municipal drinking water, prevent violations and possible legal action. Oversees other water and wastewater programs and operational projects.

PRINCIPAL RESPONSIBILITIES:

1. Ensure the County of Oxford is in compliance with drinking water legislation for all County operated regulated municipal residential water systems, non municipal systems, and non-residential water systems; as well as the municipal wastewater systems.
2. Prepares annual Water Quality Reports and Water System Summary Reports for each municipal water system for adoption by County Council, review by the Ministry of the Environment and posted for public consumption.
3. Administers the water testing laboratory contract. Responsible for annual budgeting for all regulatory and provisional water quality analyses. Reviews and processes laboratory invoices.
4. Ensures all chemical and microbiological sampling is completed within regulatory requirements and in accordance with the County's Drinking Water Quality Management System. Also arranges sampling and monitors data trends for non-regulated parameters of concern in affected systems.
5. Reports any adverse sample results and adverse operational incidents to the Ministry of Environment and the Oxford County Public Health and Emergency Services. Ensures that required corrective actions are taken and documentation is completed in accordance with legislative requirements. Reports wastewater overflows in accordance with legislative requirements.
6. Coordinates the requirements of Water and Wastewater programs such as Water Efficiency, Tap Water Promotion and Source Water Protection.
7. Ensures the accuracy and validity of all individual environmental compliance approvals, drinking water licenses, drinking water system permits and permits to take water for compliance purposes. Prepares applications for amendments or new works as required.
8. Facilitates annual Ministry of the Environment compliance inspections for each system. Provides direction/advice to Operations and Management on any required actions

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resulting from the inspections and ensure actions have been completed.

9. Assists the DWQMS Coordinator in maintaining the County's Drinking Water Quality Management Systems through ensuring documents and records are up-to-day and accurate, investigating non-conformances and implementing corrective actions as required.
10. Reviews new and proposed legislation and provides advice to management on the implications. Assists Manager in developing programs to meet changing/amended regulatory requirements.
11. Provides information to customers and the public on municipal water quality. Responds to concerns and complaints and directs further investigation where necessary.
12. Provides operational data to staff, contractors and engineers working on various system improvements.
13. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Community college diploma in environmental sciences or equivalent education and related experience.
2. Three years' experience in related field such as municipal public works, environmental consulting engineering, chemical or microbiological laboratory, operations of waterworks, and/or the Ministry of Environment.
3. Extensive knowledge of environmental legislation.
4. An understanding of chemistry and microbiology. A general understanding of water systems workings, and water treatment processes.
5. Strong computer and analytical skills.
6. Excellent written and oral skills in dealing with government representatives, the public and interpreting environmental legislation.
7. Valid Ontario driver's license required.

WORKING CONDITIONS:

1. Working in an office environment with frequent keyboarding.



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2. Occasional exposure to construction sites and treatment facilities.