



THE CORPORATION OF NORFOLK COUNTY – JOB POSTING # CUPE 70.21

Position: Water and Wastewater Compliance Technologist

Status: Permanent Full Time

Employee Group: CUPE 4700

Salary: \$28.68 - \$35.85 per hour

Division: Environmental and Infrastructure Services

Department: Environmental Services

Reports To: Manager, Water and Wastewater Compliance

Location: Simcoe with remote work as required

Posting Period: June 18, 2021 – July 2, 2021



How to apply:

Follow the link below for the application process:

<https://apply.workable.com/j/8B50B24C76>

- Ensure the file extension for your resume document is .doc, .docx or .pdf
- If you are electing to include a cover letter, the cover letter and resume must be uploaded as 1 file.

Scope of Position:

Responsible for assisting the Water and Wastewater Compliance Officer with all duties related to compliance in accordance with Provincial and Federal Acts and Regulations. As well, assist with all activities related to the implementation and maintenance of Norfolk County's Drinking Water Quality Management Standards (DWQMS)

Position Description:

- To act as the QMS representative in the absence of the Water and Wastewater Compliance Officer.
- The position will be responsible for assisting the Water and Wastewater Compliance Officer with the upkeep and refinement of the Drinking Water Quality

Management System (DWQMS) through third party audits and required to liaise with regulatory authorities, accreditation body, and other internal staff.

- The position will be responsible for assisting with the ongoing maintenance and completion of updates to Norfolk County's Water and Wastewater Operations and Maintenance Manuals (O and M's), Contingency Plans, Process Flow Diagrams (PFD's) and Process and Instrumentation Drawings (P and ID's).
- The position will be responsible for assisting in the ongoing development and delivery of the Lead Action Plan, Nutrient Management Strategy, Municipal Wastewater Effluent Strategy, Source Water Protection Planning and Asset Management.
- Water and wastewater regulatory compliance consisting of MECP Drinking Water Works Permits, Licence Amendments, renewals and approvals.
- Assisting with sewer use by-law enforcement and sampling.
- Assisting with water sampling and reporting required by the MECP and MOH.
- Assist in the tracking and recording of operator training and licence records.

Knowledge and Experience:

- Grade 12 plus three year college program i.e. diploma in Civil or Environmental Technology or three years of related education and training as per Ministry requirements (Reg. 128/04)
- Water Quality Analyst (or must obtain within 12 months from date of hire).
- At least three years current related experience.
- Any of the following would be considered an asset:
 - Provincial Class One Operator Certification in Water Treatment; Water Distribution; Wastewater Treatment; or Wastewater Collection systems

Skills and Abilities:

- Experience with development, implementation and maintenance of Drinking Water Quality Management Standard or other similar systems such as the ISO 9001 or ISO 14001 or HACCP programs.
- Thorough working knowledge of all applicable Federal, Provincial and Municipal legislation and regulations as they pertain to the water and wastewater industry.

- Knowledge of Health and Safety Programs and procedures related to environmental hazards.
- Excellent project management, organizational, coordinating, multitasking and prioritization skills.
- Excellent interpersonal skills, ability to communicate effectively with staff and the public and express ideas verbally and in writing.
- Thorough knowledge of water and wastewater field, terminology and concepts.
- Knowledge of Occupational Health and Safety Act and regulations.
- Well-developed analytical and problem solving skills.
- Proven mechanical aptitude and abilities.
- Sound technical and administrative expertise.
- Comprehensive understanding of the latest technologies in the Water and Wastewater field including engineering and construction methods.
- Valid Ontario driver's license and access to a reliable vehicle
- Computer expertise in corporate standard software (Microsoft Office) including excel data search and entry and the ability to learn department specific software including QMS and maintenance management software.
- Must be aware of safe work practices as they relate to job responsibilities and work environment, and have the basic understanding of the Occupational Health and Safety Act

The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education.

Thank you for your interest in this position. Only those to be interviewed will be contacted.