

## Licensing and Records Specialist

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment.

As a regional top employer, the City of Guelph values its employees and offers competitive salaries, excellent benefit packages, opportunities for professional development, a healthy work-life balance, and many roles with flexible work options. Our corporate values are integrity, service, inclusion, wellness, and learning. Guelph is consistently ranked as one of the best places in Canada to live, work, and play—all good reasons to consider a career in this beautiful city.

### The Opportunity

The Licensing and Records Specialist will work as part of a dynamic and collaborative team within the Compliance, Programs and Performance division to coordinate and deliver training and licencing for Environmental Services licensed staff.

This position is required to evaluate methods and tools to achieve the required continuing education units (CEUs) and learning results, develop individual and team learning plans to maintain and/or upgrade licensed staff credentials, and assess instructional effectiveness to ensure high-quality and effective learning outcomes. This position will work with the Supervisor of Compliance in the preparation and administration of a document and records management system for the department to ensure operational effectiveness and meet the various Management System requirements.

Guided by the goals and objectives of the City's Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Vision for an inclusive, connected, and prosperous city.

### Your role

- Monitor licensed staff's annual training requirements and develop individual or team training plans for new and existing staff within Environmental Services.
- Prepare and track training opportunities for licensed staff, ensuring their individual licenses consistently meet the Ministry of the Environment, Conservation and Parks (MECP) regulatory and legislative licensing requirements for their position.
- Coordinate and/or deliver training programs for operationally licensed Environmental Services staff.
- Work with regulatory or government officials to ensure that all related supporting training and certification documentation is accurate and regulatory response deadlines are met in a timely fashion.
- Establish and track expenditures within the annual operating budget.

- Update and maintain the internal training and certification database to ensure accurate post-secondary education, CEUs and work experience records are being maintained to ensure compliance with all regulations and legislation, and operator licensing progression.
- Complete all required documentation for the licensing of Operational staff, including submitting to the province and timely posting of certificates to meet Ministry requirements.
- Prepare and present quarterly reports to Management on Operator licensing and training progress; meet on an as-needed basis to discuss individual training plans.
- Perform training audits to ensure learning needs, outcomes and certification requirements are met.
- Research training options for staff and provide advice to managers and supervisors to ensure licensed staff continually meet the training requirements (or Certified Educational Units) of their position as per the MECP regulations and legislation.
- Establish and maintain excellent networking relationships with other affiliated agencies engaged in municipal water & wastewater legislation and training.
- Ensure that training strategies respond to training needs, goals and objectives of Environmental Services.
- Maintain and continuously stay up to date on changes and updates to all relevant training and certification regulations and legislation pertaining to drinking water and wastewater.
- Develop and lead new development and training related projects/programs such as database upgrades (Compliance 365) or other special projects.
- Assist with the administration of the Environmental Services' electronic filing and document management structure, including maintenance of standard filing documents and templates.
- Establish process to ensure consistent data capture, analysis, documentation and reporting for Environmental Services' Management Systems are done using standard filing practices to meet bylaw, Provincial and Federal requirements.
- Development and updating of staff training and instructions for improved Records Retention by-law compliance.
- Ensure the City's Records Retention By-law is adhered to through Environmental Services' filing practice; audit existing file locations (electronic and hard copy) for compliance with the by-law and present viable solutions to bring into compliance.
- Analyze, consolidate and summarize compliance data and inspection reports.
- Identify creative solutions to motivate consistent use of document and records control systems.
- Provide leadership to co-operative learning and seasonal staff, as required.
- Perform other duties as assigned.

## Qualifications

- Considerable experience related to the duties listed above, normally acquired through post-secondary education in Business or Environmental Studies, and/or related discipline, with considerable experience in the municipal water and/or wastewater industry, and experience working with applicable MECP legislation and regulations. Candidates with an equivalent combination of education and experience will be considered.
- Exceptional analytical and organizational skills with the ability to manage multiple assignments in order to meet deadlines in a demanding operationally-focused environment.
- Experience building development and training curriculums, meticulously tracking.
- Excellent communications skills (both oral and written) with the ability to communicate with all levels of staff, stakeholders, and the public.
- Ability to work independently as well as within a cross-functional team environment.

- Advanced skills in Microsoft Office Suite of applications (Word, Excel, Outlook, and PowerPoint).
- Maintain records and training databases, including upkeep and sustainment.
- Ability to analyze problems, identify alternatives and make recommendations to implement procedures and policies.
- Extensive knowledge of various legislation related to Water and Wastewater training and certification (Safe Drinking Water Act, Health and Safety Act, Regulations 128/04, 129/04, 170/03).
- Familiarity with database and project management applications.
- Self-starter able to work with limited supervision.
- A certificate in Adult Education would be an asset.

In keeping with our corporate value of Wellness, The City of Guelph recognizes the many benefits of hybrid work arrangements including flexibility and better work-life balance for our employees. Where the work permits, employees will have the ability to participate in our [Hybrid Work](#) and our [Flexible Time](#) programs. **Please note, this position is eligible for Hybrid and Flexible work arrangements (subject to change).**

## Rate

Non-Union Grade: 4 \$73,085.92- \$91,357.40

## How to apply

Qualified applicants are invited to apply using our **online** application system by **Sunday, February 11, 2024**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered. Proof of qualifications will be requested at the interview stage.

Please visit the job posting listed on our careers page and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer that values diversity in the workplace. We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.

#LI-HYBRID