



**The Corporation of the City of Brantford  
Environmental Services Department**

requires

**Coordinator of Wastewater Compliance**

**Job ID #2243**

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Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment (within 200 km of the City of Brantford boundary). The City is committed to the professional development of our staff and invite you to come, grow with us!

The Coordinator of Wastewater Compliance, reporting to the Manager of Wastewater Operations, is responsible for overseeing the daily operations of the Wastewater Compliance division, including coordinating work schedules for inspectors and technicians, and enforcing the City's sewer use by-law to protect wastewater and stormwater infrastructure. This role involves administering compliance agreements, discharge permits, and rebate programs, as well as developing and maintaining a Wastewater Quality Management System (WWQMS) and standard operating procedures (SOPs). The Coordinator leads initiatives to implement new software, ensures compliance with provincial, federal, and municipal regulations, and maintains strong relationships with external stakeholders such as the Ministry of Environment, local industries, and the public. Responsibilities also include overseeing training and licensing programs, participating in emergency response efforts, managing budgets, and recommending improvements in equipment and procedures. Additionally, the Coordinator plays a key role in policy development, industrial monitoring, environmental testing, and the creation of communication programs to promote environmental stewardship across the City.

## **QUALIFICATIONS**

- Successful completion of a three (3) year Community College Diploma in Chemical or Environmental Technology or a University degree in Science, Engineering or Environmental Studies and full membership in the Ontario Association of Certified Engineering Technicians and Technologists as a Certified Engineering Technologist (CET) or an equivalent combination of education and experience.
- Minimum three (3) years of experience in municipal or industrial wastewater operations or regulatory compliance is necessary.
- Supervisory and leadership skills are required.
- Knowledge of municipal by-laws, Provincial and Federal regulations related to the environment, is required.
- Knowledge of laboratory analytical procedures and QA/QC programs is required.
- Experience with by-law enforcement, spill response and public education outreach would be considered assets.
- Knowledge and experience in industrial and manufacturing processes would be considered an asset.
- Experience with a computerized work order system would be considered an asset.
- Ability to understand technical drawings and maps is required.
- Ability to read and interpret laboratory test results is required.
- Possesses a minimum of five (5) years of proven, progressive and increasingly more responsible relevant work experience with at least 3 years of supervisory experience of both union and non-union staff, preferably in a municipal environment.
- Proven leadership skills demonstrated through coaching, mentoring and being a positive role model.

- Strong report writing and project management skills, with the ability to achieve program objectives successfully while meeting tight deadlines.
- Excellent interpersonal skills coupled with highly developed communication skills (oral and written), with the ability to effectively communicate with the staff at all levels of the organization and with the public including highly effective negotiation, facilitation and conflict resolution skills.
- Proficient computer skills, including good working knowledge and application of word processing, database, spreadsheet, power point presentation and e-mail software applications as well as electronic purchasing systems.
- Able to manage multiple and changing demands and priorities.
- Possess a valid Class G driver's license throughout the course of employment.
- IMS 200 Certification or equivalent (ICS200) is considered an asset. Subject to course availability, certification must be achieved within the first year of employment.

**WAGE/SALARY RANGE:** \$43.21 to \$54.01 per hour (based on a 35 hour work week)

To apply on-line, please visit the City of Brantford website at <https://brantford.ca/careers> and click on **Current Opportunities**.

Closing date for applications: **Thursday, January 16, 2025, at 4:30 p.m.**

**Information gathered relative to this position will only be used for candidate selection.**

**We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.**

**Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.**