



Compliance Technician

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. We are a vibrant, thriving community that possesses a sense of pride and where community spirit prevails. Our town is committed to being a complete and healthy community with opportunities for everyone to contribute and benefit. We are looking for a highly motivated professional to contribute to the Compliance Division.

Reporting to the Manager of Compliance, is responsible for providing support to the Compliance team in the implementation and maintenance of quality management systems.

Duties and Responsibilities

- Conducts inspections, investigations, environmental sampling, and data reporting for the storm water, water, and wastewater divisions
- Ensures tasks are completed in accordance with approved system-wide Environmental Compliance Approvals, Municipal Drinking Water Licensing program, and other applicable provincial and federal legislation to facilitate regulatory compliance and conformance.
- Assists in the implementation and maintenance of quality management systems.
- Supports operational staff training and the maintenance of training records in accordance with O.Reg 128/04 and O.Reg 129/04.
- Supports Compliance Coordinators with legal reporting requirements through data entry and records management.
- Consolidates, analyzes and summarizes compliance data.
- Assist with communications, education, and outreach to the public, suppliers/contractors, and internal staff.
- Supports the Compliance Coordinators with the creation and update of Standard Operating Procedures, policies, and documentation.
- Responds to environmental emergencies and occurrences including spills.
- Implements solutions utilizing reason judgement and prescribed resources and apply various legislation.
- Attends inter-departmental meetings and takes minutes as required.
- Performs additional duties as assigned related to departmental goals and objectives.

Key Competencies and Qualifications

- Post Secondary diploma in Environmental Technician diploma or related.
- A certificate in Water Distribution and Supply, Water Quality Analyst, or Wastewater Collection and Treatment would be considered an asset.
- Preference will be given to those with previous Compliance experience.
- Possess general knowledge of construction practices related to storm water management, wastewater treatment and collection, water distribution and supply, and quality management systems.
- Familiar with Town Bylaws, regulations/legislation, and best management practices related to the position.
- Strong ability to multitask and support multiple programs efficiently and effectively, identify problems, develop and evaluate options.
- Proficient in MS office including Word, Excel, PowerPoint and various other computer programs.
- Excellent organizational and problem-solving skills.
- Ability to promote a culture of inclusiveness and work with a diverse population of employees and the general public.
- Ability to travel to off-site locations promptly and efficiently, as required.
- Valid Class "G" License in Good Standing
- Candidates will be required to provide a Criminal Record Check upon hire.

The position offers a salary range of \$58,875 to \$71,564 (2025 rates) based on 35 hours per week plus a competitive benefit package and an option for flexible work arrangements.

To explore this challenging opportunities further, we invite qualified applicants to visit the [current opportunities](#) section of the Towns career site. Closing date for this position is March 21, 2025.

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse

population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.