



---

## THE CORPORATION OF NORFOLK COUNTY – JOB POSTING

---

**Posting #:** CUPE 37.25 (1 vacancy) REPOST

**Position:** Water and Wastewater Compliance Officer

**Job Code:** 8ESCOF

**Status:** Temporary Full Time (date of hire until approximately June 26, 2026)

**Employee Group:** CUPE 4700

**Wage:** \$34.73 to \$43.42 per hour (40 hours per week)

**Division:** Environmental and Infrastructure Services

**Department:** Environmental Services

**Reports To:** Manager, Water and Wastewater Compliance

**Location:** Simcoe, ON (with remote work as required)

**Posting Period:** June 12, 2025, 2025 – June 26, 2025

---

### How to Apply:

Follow the link below for the application process through Google Chrome or Microsoft Edge:

<https://apply.workable.com/j/3255D57C75>

- 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.

Find out more information about Norfolk County here: [Employment at Norfolk County - NorfolkCounty.ca](https://www.norfolkcounty.ca/employment)



**Basic Function:**

Responsible for coordinating and overseeing all activities related to the development, implementation and maintenance of Norfolk County's Drinking Water Quality Management Standards (DWQMS) for its Municipal Drinking Water Systems. As well as ensuring regulatory compliance of Norfolk County's water and wastewater systems.

**Knowledge and Experience:**

- Grade 12 plus a three year college diploma i.e. Environmental Technology or related field.
- Current member of the Ontario Association of Certified Engineering Technicians and Technologists –with minimum C.Tech designation or able to obtain within one year from date of hire.
- Provincial Operator Certification in Water Treatment, Water Distribution, Wastewater Treatment and Wastewater Collection systems would be an asset OR ability to obtain Water Quality Analyst within one year from date of hire.
- Five years current related experience, including experience with development, implementation and maintenance of Drinking Water Quality Management System or other similar systems such as the ISO9001 or ISO 14001 or HACCP programs.

**Skills and Abilities:**

- 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, attention to detail is essential.
- Excellent interpersonal skills, ability to communicate effectively with staff and the public expressing ideas both verbally and in writing.
- Must be capable of innovative applications of software, both corporate standard, department specific and regulatory platforms such as GIS, Maintenance Management, MECP Environmental Permissions

- 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.
- Computer expertise in corporate standard software (Microsoft Office) and department specific software to data search and entry and to create and modify word processed documents.
- 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 & Safety Act
- Valid Ontario driver's license and access to a reliable vehicle including the ability to provide a drivers abstract when requested during the recruitment process.

#### **Duties and Responsibilities:**

- The position will be responsible for the upkeep and refinement of the Drinking Water Quality Management System (DWQMS) through data base management, third party audits and required to liaise with regulatory authorities, accreditation body, and other internal staff as well as coordinate committee and working groups.
- The position will be responsible for the ongoing maintenance and completion of updates to Norfolk County's Water & Wastewater Operations and Maintenance Manuals (O&M's), Contingency Plans, Process Flow Diagrams (PFD's) and Process & Instrumentation Drawings (P&ID's).
- The position will be responsible for assisting in the ongoing development and delivery of the Nutrient Management Strategy, Municipal Wastewater Effluent Strategy, Source Water Protection Planning, the new, sanitary CLI-ECA and Asset Management.

- Water and wastewater regulatory compliance consisting of MECP Municipal Drinking Water Licence, Drinking Water Works Permits, Permit to Take Water, sanitary CLI-ECA's amendments, renewals, and approval applications.
  - Coordinating and assisting with sewer use by-law enforcement and sampling.
  - Other duties as assigned
- 

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.