

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(HAMILTON WATER DIVISION – ENVIRONMENTAL MONITORING & ENFORCEMENT - LOCATION – 700
WOODWARD AVENUE)

ENVIRONMENTAL ENFORCEMENT OFFICER - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Supervisor Monitoring & Enforcement Operations. Inspects and enforces City By-laws on pollution control and abatement. Performs sewer and water investigations to ensure compliance with Provincial Legislation and City By-laws.

GENERAL DUTIES

Inspects and reports on premises such as industrial, commercial and institutional facilities to ensure compliance with Municipal regulations. Advises facility operator on non-compliance issues while maintaining and delivering a customer focused service.

Assesses requests for Sewer Discharge Permits by reviewing engineering reports, conducting on-site inspections and analysing background water quality data with requestor.

Participates in the implementation and maintenance of an industrial sampling program to ensure users are in compliance with current legislation.

Investigates complaints of non-compliance with sewer use by-law. Initiates appropriate action.

Collects samples of industrial effluents, sewer outfalls, spilled materials, etc, that may or may not be used as evidence in a court of law, reviews and interprets laboratory reports, implements courses of action to be taken to mitigate environmental degradation.

Reviews plans, inspects and assesses pollution control practices to ensure compliance with legislation.

Implements and monitors traffic control plans and follows various other Health and Safety practices as per current legislation.

Operates equipment such as sewer samplers, gas detectors, pH probes, flow meters, 2-way radios, cell phones, , laptop computers, GPS devices, digital cameras and their software, and other various tools.

Prepares and follows up on notices of violation, issues tickets, lays charges and orders, delivers summonses, prepares and gives evidence in court.

Promotes a service oriented culture and focus within the section.

Receives and answers inquiries of a technical nature from public, staff, other departments, consultants, municipal and government agencies related to major responsibilities.

Writes reports, composes correspondence related to major responsibilities.

Develops and assists in developing policies and procedures related to major responsibilities.

Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.

Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.

Represents the division before public meetings, industry representatives and other government officials.

Provides orientation for new staff, trains and develops new staff.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Demonstrated knowledge of chemical and environmental engineering theories and principles, normally acquired by attaining a diploma from a two-year Community College course in an accredited Engineering Technician program in Chemical or Environmental studies or related field or the equivalent combination of relevant education and work experience.
2. Demonstrated experience and knowledge in sewer sampling, pre-treatment systems, spill responses related to duties listed above.
3. Thorough knowledge and understanding of methods, statutes, regulations and by-laws affecting the department/section, including Health and Safety and Environmental Regulations applied to environmental sampling and spills.
4. Demonstrated ability to investigate infractions and to make sound decisions whether to issue courtesy warnings or notices where by-laws have been breached.
5. Must be available for stand-by rotation program to respond to emergency situations such as chemical spills.
6. Ability to act independently, with strong problem solving and decision-making skills.
7. Demonstrated ability to conduct investigations, including root cause analysis, evidence collection and proper documentation and note taking.
8. Demonstrated ability to prepare written reports, briefs, evidence and practice document control by entering/maintaining information in databases, electronic files and tracking sheets.
9. Excellent people skills with an emphasis on customer service.
10. Must have excellent verbal and written communication, initiative and organizational skills.
11. Highly effective negotiation, presentation and interpersonal skills.
12. Demonstrated ability to perform as a member of a team.
13. Experience in a computerized environment with working knowledge of Word, Excel, Outlook, PowerPoint, GIS and database software.
14. Demonstrated ability to interpret laboratory results and engineering schematics.

15. Possesses a demonstrated record of customer focus, public relations, innovation/creativity, team participation, and is committed to results.
16. Possesses a high level of personal integrity and communication ability.
17. Must possess a valid Class "G" Driver's Licence and the provision of a car by the individual for use on the job, and proof thereof is required after hire.
18. Demonstrated knowledge of pre-treatment systems; wastewater treatment processes; industrial processes; and pollution prevention practices.
19. This position requires the ability to lift loads of up to 50 pounds on a daily basis.

NOTE:

As a condition of employment, the successful applicant(s) will be required to obtain a satisfactory Criminal Record and Judicial Matters Check (CRJMC), at their own expense, prior to beginning work in this position

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.