

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT **(HAMILTON WATER – COMPLIANCE & REGULATIONS – LOCATION – 700 WOODWARD AVE.)**

ENVIRONMENTAL QUALITY & COMPLIANCE TECHNOLOGIST – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Project Manager – Regulatory Monitoring, Environmental Monitoring and Enforcement (EME), the Environmental Quality & Compliance Technologist will perform a variety of duties associated with both the Drinking Water Regulatory requirements of the Safe Drinking Water Act (SDWA) and the Environmental Wastewater and Stormwater Regulations, including, but not limited to, the Sewer Use By-law (SUB), Environmental Protection Act (EPA) and Ontario Water Resources Act (OWRA).

Responsible for ensuring document control practices are followed and provide timely support to EME to ensure conformance is achieved. Implement and manage systems such as standard operating procedures, training, and tracking systems for staff training and Water Quality Analyst certification. Responsible for working with EME and other data sources to provide timely reporting and tracking of Key Performance and other operations and environmental indicators.

GENERAL DUTIES

Maintains document control, including change requests, document review and approvals using the associated database. Represents business unit at conformance system lead team meetings. Ensure staff are aware of any legal changes that affect the section.

Maintains the training database including training curricula. Enters training and completion dates into database. Reviews Water Quality Analyst Certification training to ensure compliance with the SDWA. Utilizes software to have staff acknowledge changes in processes, including Visual Aids and Procedures. Locates sources of staff training to increase technical expertise and productivity skills.

Assists in the development and maintenance of operating, maintenance, and procedures and/or manuals. Ensures all links and documents from the conformance system are added and functional.

Assists in developing policies and procedures related to Ontario Drinking Water regulations and Environmental Wastewater regulations, including the SUB, EPA and OWRA.

Conducts audits within EME and across the HW division to ensure compliance with the DWQMS, WWQMS and OH&S processes. Implements corrective and preventative actions when required as part of Findings Management.

Maintains training regimes to ensure staff receive mandated training related to the Quality Management and Compliance Operating systems as they relate to the section's responsibilities for water quality, wastewater, surface water and Health & Safety (H&S).

Retrieves, coordinates, and supports data from various platforms, such as Excel, LIMS, INFOR and Power BI, and assists with data trending, coordination and reporting pertaining to drinking water, stormwater, wastewater or surface water sampling.

Maintains Key Performance Indicator (KPI) metrics to assess and evaluate the section's performance and supports the development of regular reporting.

Researches, writes and/or edits reports for Council, fact sheets, and other internal and external correspondence.

Maintains Hazardous Waste Program (HWP) Registry portfolio and liaises with EME team and external companies to ensure compliance with legislative requirements.

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

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

Prepares specifications, terms of reference, purchase order requests and other documentation for the purchase of goods and services required for the implementation and support of various activities.

Supports monthly ordering of supplies and assists in maintaining inventory management. Ensures required information such as Certificates of Analysis and calibration certificates are obtained and filed to comply with QMS requirements pertaining to the relevant legislation.

Supports the SDS database.

Assists in the planning and co-ordinating of projects.

Coordinates COH website updates as changes are required, including annual updates.

Supports Waste Hauler program as required. Assesses requests for Annual Carrier Permit to Discharge Hauled Sewage by reviewing MECP approval, Certificate of Insurance and compliance with SUB.

Promotes a service-oriented culture and focus within the section.

Acts as resource for any new Environmental and H&S Legislation.

Works in accordance with the provisions of applicable H&S 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 the theories and practices related to Environmental studies, usually acquired by successfully completing a diploma or degree in Environmental or related sciences or a combination of related education and relevant work experience.
2. Thorough knowledge and understanding of methods, statutes, regulations, and by-laws affecting the department/section, including Ontario Drinking Water Regulations, Occupational Health and Safety and Environmental Regulations applied to all environmental sampling and spills, including the SUB, EPA and OWRA.
3. Ability to act independently, with strong problem solving and decision-making skills.
4. Demonstrated experience relating to document control, including entering and maintaining information in databases, electronic files and tracking sheets, with emphasis on attention to detail.
5. Possess a demonstrated record of technical competence, data and/or information reporting, customer focus, team advocacy, and is committed to excellence.
6. Excellent people skills with an emphasis on customer service. Ability to deal effectively with elected officials, the public and inter-departmental relations.

7. Must have excellent verbal and written communication skills, organizational skills and demonstrated initiative.
8. Demonstrated ability to perform as a member of an integrated team.
9. Demonstrated ability to interpret laboratory results for environmental sample analysis in order to take enforcement actions.
10. Experience in a computerized environment, with working knowledge of MS Word, Excel, PowerPoint. Knowledge of INFOR/LIMS/POWER BI/WIMS/GIS is a definite asset.
11. Must possess a valid Class "G" Driver's Licence and the provision of a car by the individual for use on the job.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE

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