

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(HAMILTON WATER DIVISION – COMPLIANCE & REGULATIONS – LOCATION – 700 WOODWARD AVENUE)

SUPERINTENDENT ENVIRONMENTAL MONITORING & ENFORCEMENT

SUMMARY OF DUTIES

Reporting to the Manager of Compliance and Regulations, this position will assume lead accountability and responsibility for the overall operation of the Environmental Monitoring & Enforcement Unit, including overseeing the administration and enforcement of the Sewer Use By-law and its related programs; overseeing the Surface Water Quality Program; overseeing the collection and reporting of regulatory drinking water samples from the City's water distribution systems, communal wells, pumping stations/reservoirs for bacteriological and chemical testing, to fulfill the City's obligations under the Safe Drinking Water Act and other pertinent drinking water and water resource legislation.. Responsible for delivery of ongoing operations and monitoring of these programs to ensure the growing needs of the residents and businesses of the City of Hamilton are met.

Accountable for ensuring that the activities undertaken and the services provided by the Environmental Monitoring & Enforcement Unit are delivered in the most effective and efficient manner in accordance with the City's Sewer Use By-law, the Ontario Safe Drinking Water Act and other applicable regulations/guidelines and are consistent with the City of Hamilton's Strategic Plan and environmental objectives and targets.

Responsible for preparing and reporting on the business unit's services, financial, administrative and staff performance against established benchmarks and implementing strategies to improve effectiveness and efficiency. Setting above average standards, leading by example and functioning as mentor to team members.

Possesses a demonstrated record of leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, staff development, and is committed to achieving results and continuous improvement.

Possesses a high level of personal integrity and is an excellent communicator.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO):

Develops plans and policies for the overall operation of the business unit. Makes recommendations to the Manager and Director on project priorities, means of resourcing, and related cost implications.

Provides leadership and direction to staff within the business unit. Promotes teamwork and participates in cross functional and cross program initiatives. Maintains constructive and positive relationships with the business community and encourages diplomacy between internal and external parties, while maintaining an effective, fair and consistent enforcement functionality.

Develops programs and procedures for relevant drinking water, wastewater and storm water processes defined by the Division, such as, but not limited to, Pollution Prevention Program, Wastehauler Enforcement Program, Wastewater Abatement Program, Sewer Discharge Permit Program, Wastewater Monitoring Operations Program, Enforcement Operations Program, Surface Water Quality Program, Construction Dewatering Program. Candidates should be results oriented and persistent in ensuring objectives are accomplished.

Ensures the collection of drinking water samples and the reporting of drinking water quality related incidents as per the Hamilton Drinking Water System Municipal Drinking Water Licenses and Drinking Water Works Permits and in accordance with the Ontario Safe Drinking Water Act and its regulations.

Prepares tender documents and request-for-proposal documents for contracted works and consultant assignments. Oversees the administration of contracts and consultant assignments including (but not limited to) scheduling work, co-

ordinating with other internal and external parties, assesses work performed and processes payment certificates, all in accordance with the City's procurement by-law.

Monitors the operations of the business unit, ensuring operations are in compliance with legislative requirements, such as the Health & Safety Act, Highway Traffic Act, Ontario Water Resources Act and are consistent with the City of Hamilton's policies.

Oversees the issuance of Sewer Discharge Permits and ensures the overall program is effective, fair and consistent.

Provides technical support to the Division in the development and implementation of public communication directed to prevent/reduce pollution at the source.

Oversees the implementation/maintenance/upgrades of software tools to ensure accurate, easy access and up to date database information.

Inputs, retrieves and analyzes data from corporate database systems.

Requires daily complex decision making using sound judgment, independent thinking and team building skills to maximize effectiveness of operations.

Is prepared to attend emergency response situations, in some cases outside normal business hours.

Participates as required in discussions and presentations on relevant issues to Council, agencies, and the public. Attends various Committee/Council and public meetings as required.

Prepares or reviews, as required, technical reports arising out of this area of responsibility for presentation to various committees of the City.

Participates as a department representative on various corporate committees/teams as required.

Prepares the annual draft current budget for the business unit and monitors and controls expenditures. Projects revenues, expenditures and recommends changes where appropriate.

Interprets, applies and enforces the provisions of various By-laws related to the functions of the business unit and recommends changes where appropriate.

Empowers and develops reporting staff to perform their work in an independent manner.

Ensures that employees are provided with and use the appropriate equipment, materials and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

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 responsibilities of the position.

QUALIFICATIONS

1. Proven knowledge of the duties listed above normally acquired through a Community College Diploma as an Engineering Technologist (Environmental or Chemical preferred) or approved equivalent and/or a combination of education.

2. Progressive experience in effectively leading multi-disciplinary staff in a technical, results oriented environment and in a predominantly unionized setting. Demonstrated interpersonal skills which enables the effective resolution of conflict in a respectful and truthful manner.
3. Previous experience in designing, delivering and managing customer-focused environmental policies and programs with an emphasis on Environmental Stewardship and Sustainability and involving internal and external stakeholders, while maintaining constructive relationships with the business community.
4. Extensive knowledge of applicable theories, practices and trends in an operations/enforcement environment, preferably in water/wastewater and environmental management.
5. Proven analytical and problem-solving skills and the ability to communicate and facilitate effectively. Demonstrated ability to work effectively as part of a team with the ability to drive results in a collaborative and cross functional manner.
6. Ability to deal effectively with elected officials, media, representatives of other levels of government, senior management, peers, staff and the public.
7. Thorough knowledge and understanding of environmental and H&S statutes, regulations and by-laws affecting the department/section, including but not limited to the Ontario Safe Drinking Water Act, Ontario Water Resources Act, the Environmental Protection Act and the City of Hamilton's Sewer Use By-law.
8. Experience in the enforcement of municipal by-laws is an asset.
9. Previous project management experience is an asset.
10. Knowledge of collective bargaining process and labour relations theories and practices.
11. Working knowledge of computer software applications.
12. Must possess a Class "G" Driver's Licence.

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

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