

**CITY OF HAMILTON****PUBLIC WORKS DEPARTMENT****(WATER & WASTEWATER DIVISION - COMPLIANCE & REGULATIONS - LOCATION - 700 WOODWARD AVE.)****ENVIRONMENTAL COMPLIANCE TECHNOLOGIST - CUPE 5167****SUMMARY OF DUTIES**

Reporting to the Supervisor, Quality Assurance Laboratory, the Environmental Compliance Technologist will perform a variety of duties associated with Drinking Water Regulatory requirements, including monitoring compliance and reporting under the Safe Drinking Water Act (SDWA) and the associated Ontario Drinking Water Regulations. Responsible for implementing and maintaining training programs in the areas of, analytical testing, quality control, and health and safety. Performs internal audits and assists with external audits, inspections and preparation of standard analytical operation procedures.

**GENERAL DUTIES**

Implements and maintains a Quality Assurance program for the Environmental Laboratory to ensure compliance with City and MECP regulatory requirements, Safe Drinking Water Act (SDWA) and the associated Ontario Drinking Water Regulations.

Maintains a Quality Assurance program to satisfy requirements for accredited laboratories.

Provides verbal and written notification of exceedances and adverse water conditions to Water Quality Staff, the ~~MOE~~ MECP and MOH as required by the SDWA. Ensures appropriate follow up actions are carried out and participates in the preparation of follow-up reports.

Maintains updated filing system with documentation related to the Ontario Drinking Water Regulations including notifications, and follow-ups. Reviews updated regulations and modifies protocols as required.

Maintains electronic files and submits required analytical information to MECP and MOH as required by Ontario Drinking Water Regulations.

Participates in the implementation and maintenance of a testing program that ensures compliance with current regulations.

Evaluates analytical methodologies that are appropriate and in compliance with environmental regulations and pollution prevention initiatives.

Participates in the preparation of annual consumer's report required by the Safe Drinking Water Act and the associated Ontario Drinking Water Regulations and other reports such as the monthly summary reports for the Water Treatment Plants

Receives and answers enquiries from the public regarding annual report information.

Evaluates data to be submitted to the MECP and MOH as part of the regular drinking water monitoring.

Implements and coordinates training programs for laboratory staff and sampling personnel.

Prepares documentation related to the Quality Assurance program including Quality Manual and standard operation procedures.

Participates in and maintains the ~~sampling / analytical~~ internal and second party audit programs established by the laboratory.

Provides technical support to the laboratory including analytical testing.

Supports Supervisor, Laboratory Services as required.

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

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.

**QUALIFICATIONS**

1. Demonstrated knowledge of the theories and practices of chemical or related sciences usually obtained by the completion of a university degree in Chemistry or related Science and demonstrated work experience, or by completing a college diploma in chemistry or related science with demonstrated substantial work experience, or a relevant combination of education and work experience.
2. Demonstrated knowledge of Quality Assurance usually obtained by completing courses in Quality Assurance or by demonstrated work experience.
3. Knowledge of the Safe Drinking Water Act and the associated Ontario Drinking Water Regulations.
4. Demonstrated ability to prepare, coordinate and deliver training programs to staff.
5. Previous experience performing audits would be an asset.
6. Demonstrated experience with laboratory analytical methodologies.
7. Demonstrated experience in data evaluation.
8. Must have excellent verbal and written communication skills, initiative, organization and ability to work in a team environment.
9. Excellent report writing and computer skills. Proficient in software such as Word and Excel, Laboratory Information Management System (LIMS) and Intelex or other databases.
10. Experience working in an ISO accredited/certified environment.
11. Must be able to follow accredited laboratory protocols.
12. Proven experience working with International Organization for Standardization (ISO) standards such as ISO 17025 as well as experience in maintaining a laboratory quality system.
13. Experience in document control, records control, verifying, preparing and maintaining documents/records.
14. Possess ability for precision in details, to work under pressure, and have multitasking skills.

**NOTE:**

As a condition of employment, the successful applicant(s) will be required to obtain a satisfactory Criminal Reference Check or Vulnerable Sector Screening, at their own expense, prior to beginning work in this position

**NOTE:**

This vacancy is due to a project with a term of 12 months.

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

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