

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(WATER & WASTEWATER DIVISION - COMPLIANCE & REGULATIONS - LOCATION – 700 WOODWARD AVE.)

MANAGER COMPLIANCE & REGULATIONS

OVERVIEW

Reporting to the Director of Hamilton Water, the Manager of Compliance and Regulations will assume lead accountability and responsibility for the Laboratory services and Environmental Monitoring & Enforcement areas, as well as, supporting the Hamilton Water Division with any Compliance issues and Regulation changes that would affect their ability to meet the growing needs of the residents and businesses of the City of Hamilton.

Accountable for ensuring the Compliance and Regulation programs are provided in accordance with City and Provincial guidelines with minimal disruption to the public and in the most effective and efficient manner consistent with the City of Hamilton Mission and Vision.

Represent Hamilton Water as Systems Management Representative for the Drinking Water Quality Management System and Beyond Compliance Operating System.

Prepare and report on the Section's services, financial, administrative and staff performance against established benchmarks. Implement strategies to improve effectiveness and efficiency. Set above average standards and lead by example. Function as mentor to subordinate staff.

Possess a demonstrated record of strong leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, staff development, and be committed to results.

Possess a high level of personal integrity and be an excellent communicator.

RESPONSIBILITIES:

You will assume lead accountability and responsibility for the Compliance and Regulations Section by developing plans and policies for the Section. Monitor the performance of the Environmental laboratory to maintain licensing and Accreditation requirements; Environmental Monitoring & Enforcement programs to ensure effective sewer use by law enforcement strategies, service quality, cost effective and timely service delivery and legislative compliance. Monitor the progress of major program initiatives.

The Manager is accountable to the Director of Hamilton Water Division for ensuring that regulation and compliance services are provided in accordance with City and Provincial guidelines with minimal disruption to clients and the public, and in the most effective and efficient manner.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO):

Provide creative leadership and direction to staff within the Section. Promote teamwork and integration between internal and external parties participating in cross functional and cross program initiatives.

Develop and maintain MOECC Drinking Water Quality Management System and integrated Beyond Compliance Operating System (BCOS), striving to meet the requirements of the ISO 14001, and OHSAS 18001/CSA Z1000/ ISO 45001.

Develop programs, policies and procedures for regulation and compliance activities across Hamilton Water. Results oriented and persistent in ensuring objectives are accomplished.

Monitor the operations of the Section, ensuring operations are in compliance with provincial legislative requirements.

Participate and regularly act as spokesperson in discussions/presentations on regulation and compliance issues to

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Council, agencies, the public and the media. Attend various Committee/Council and public meetings as required.

Prepare or review, as required, technical/ regulatory reports arising out of this area of responsibility for presentation to various committees of the City.

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

Prepare the annual draft capital and current budget for the Compliance and Regulations Section and monitor and control expenditures. Project expenditures and recommend changes where appropriate.

Interpret, apply and enforce the provisions of various by-laws related to the functions of the Section and recommend changes where appropriate.

Empower and develop reporting staff to perform their work in an independent manner.

QUALIFICATIONS

1. Proven knowledge of the theories and practices of policy development and analysis, and of interpreting Provincial and Federal legislations, normally acquired by attaining: a University Degree in a relevant discipline with relevant work experience or by obtaining a College Diploma in a relevant discipline with substantial work related experience or an equivalent combination of education and relevant work experience.
2. Must be able to demonstrate relevant experience related to the duties described.
3. Extensive knowledge of applicable theories, and practices in the Water and Wastewater industry particularly in water monitoring & process control, laboratory data management, quality management system and process improvement gained through practical experience.
4. Previous experience developing collaborative relationships with various levels of government/other agencies related to obtaining external funding sources and program/policy development.
5. Demonstrated commitment to ensuring healthy and safe work environment for employees.
6. Highly developed ability to articulate a vision to lead and inspire others.
7. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
8. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results oriented environment and preferably in a predominantly unionized environment.
9. Experienced in designing and delivering customer focused programs and services.
10. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
11. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section including but not limited to Safe Drinking Water Act, Sewer Use by-law, Ontario Water Resources Act, Environmental Protection Act, and Ontario Health & Safety Act.
12. Knowledge of collective bargaining process.
13. Working knowledge of computer software applications.
14. Must possess and maintain a Class "G" Driver's License valid in the Province of Ontario and provision of a personal vehicle for use on the job three (3) or more times per week.

