

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENVIRONMENTAL SERVICES DIVISION – BUSINESS PROGRAMS – LOCATION – 77 JAMES STREET NORTH, SUITE 400)

PROGRAM COORDINATOR - REGULATORY & ENVIRONMENTAL COMPLIANCE - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager of Business Programs, the Program Coordinator – Regulatory & Environmental Compliance is responsible for overseeing the regulatory and environmental programs relating to the Environmental Services Division. Ensuring that all Environmental Compliance Approvals and permit requirements for City owned Environmental Services Division sites and facilities are met. This position is also responsible for assisting in the development and coordination of actions needed to ensure compliance with new or amending regulations affecting the divisional operations and the coordination of performance measures and data calls related to productivity and compliance items.

GENERAL DUTIES

Ensure all Environmental Services site and air Environmental Compliance Approvals, related permits and other regulatory requirements are met. Assess non-compliance and put in place corrective measures.

Complete applications to amend or obtain new Environmental Compliance Approvals on an as needed basis.

Communicate and meet with Regulatory agencies on a frequent basis to ensure the City is up to date with any regulatory changes which may impact operations.

Manage and help administer projects and tasks in our Document Control Software to ensure compliance with Environmental Compliance Approvals, related permits, operation contracts, standard operating procedures and other regulatory requirements.

Manage and help administer audits relating to operations contracts and regulatory requirements.

Regularly report the status of tasks to the Supervisor and Manager.

Be familiar with the most current legislative requirements (including acts, regulations, policies, guidelines and standards) which have any bearing on waste management facilities (including transfer stations, landfill sites, recycling centres, composting facilities, etc.) and their surrounding lands as well as any operations (including field and contract supervision, sampling, remedial activity, operations, health and safety, etc.).

Provide training and information sessions to Divisional staff to ensure regulatory compliance in all aspects of their activities.

Organize staff involved in reporting and regulatory requirements to achieve regulatory compliance.

Maintain current library of regulatory documentation and ensure staff are briefed on and understand any new legislative requirements.

Prepare and amend internal policies and standard operating procedures related to waste management facilities and sites.

Prepare reports and documentation for corporate and regulatory authorities as required.

Coordinate key performance indicator / performance measures related to productivity and compliance, use statistical analysis to identify performance trends and convert relevant data into information through the production of graphs, tables and reports in consultation with the Environmental Services team.

Contribute to the preparation of data call submissions and reports corporately and to other levels of government.

Report and act as a resource to other sections of the Environmental Services Division (e.g. Parks, Forestry, etc.).

Conduct regular audits/inspections of Environmental Services Division sites and facilities and recommend steps where necessary to ensure regulatory compliance.

Assist in the preparation of tender documents on behalf of Environmental Services as required. Prepare scope of work documents and purchase orders for contracted work.

Maintain inventory of all waste sites within the City and ensure documentation within inventory is current.

Monitor and work with contractors on an as need basis.

Meet with regulatory agencies (on site if necessary).

Make presentations to regulatory agencies, contractor and staff on an as needed basis.

Be able to interpret blue prints, diagrams and drawings.

Work 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.

Be familiar with Environmental and Health & Safety management standards (e.g. ISO 14001, 18001)

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

QUALIFICATIONS

1. Proven knowledge of the theories and practices of environmental monitoring and regulation normally acquired by attaining a College Diploma or University Degree in environmental studies with emphasis given to regulatory affairs, or an equivalent combination of education and relevant work experience.
2. Previous experience in regulatory affairs, environmental monitoring/protection and in conducting field inspections.
3. Previous experience amending Environmental Compliance Approvals.
4. Working knowledge and demonstrated experience in the application of planning, environmental assessment and Health and Safety legislation with respect to all pertinent regulatory agencies. Such agencies may include, but are not limited to: Ministry of the Environment, Niagara Escarpment Commission, Conservation Authorities, Environment Canada and various municipal departments/divisions.
5. Knowledge of facility siting, approvals, environmental assessment, air approvals, hazardous waste manifesting and shipments for both domestic and trans-boundary movements, Hazardous Waste Information Network, site plan approvals, WHMIS and Ontario Occupations Health and Safety Act.
6. Must possess effective written and verbal communications skills, problem solving and conflict management skills and the ability to work independently and in a team environment. Must have demonstrated initiative, tact, judgement and responsibility in a fast paced environment with multiple, changing priorities.

7. Previous experience in writing regulatory compliance reports.
8. Strong skills in public communications and consultation considered an asset.
9. Must have a good working knowledge of computer systems including Microsoft Office (Word, Excel, Outlook and PowerPoint) and Document Control Software such as Intellex, Project Web Access and Microsoft Sharepoint.
10. Possession of a valid Class G driver's license and access to a personal vehicle.