

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

HAMILTON WATER DIVISION – COMPLIANCE & REGULATIONS – LOCATION – 700 WOODWARD AVE.)

SUPERVISOR, COMPLIANCE & REGULATIONS - CUPE 1041

SUMMARY OF DUTIES

Reporting to the Compliance and Regulations, Senior Regulatory Coordinator, has a lead role in the planning, coordination, implementation and maintenance of divisional regulatory programs, including: the Drinking Water Quality Management Standard (DWQMS) under the Safe Drinking Water Act and its regulations; maintenance of the Wastewater Quality Management System (WWQMS) and legislated requirements; surface water legislated requirements; Occupational Health & Safety (OH&S) legislated requirements and the Beyond Compliance Operation System (BCOS) Integrated Environmental and Health and Safety Divisional Management Program.

Supports external audit activities associated with the accreditation of the City of Hamilton municipal residential Drinking Water Systems and the internal audit program.

Supervises staff in the Compliance Support Group in accordance with applicable regulations/guidelines and are consistent with the City of Hamilton Mission, Vision Values, Strategic Plan, Corporate Culture Pillars, key performance indicators (KPIs) and objectives and targets.

Sets above average standards, leads by example and functions as a mentor to subordinate staff. Possesses a demonstrated record of leadership and guidance, technical competence, customer focus, innovation, team advocacy, staff delegation and empowerment, staff development, and is committed to results. Possesses a high level of personal integrity and is an excellent communicator.

GENERAL DUTIES

The development, implementation and maintenance of divisional compliance programs, projects and initiatives in the areas of drinking water, wastewater, stormwater and OH&S including: the review and assessment of upcoming and existing applicable legislation, guidelines and policies; communication of legal requirements including, but not limited to, formal written briefs and verbal presentations; support of regulatory approval submissions; liaison with municipal, provincial, and federal government agencies; and the support inspections from outside agencies such as the Ministry of the Environment, Conservation and Parks (MECP) and Ministry of Labour, Training and Skills Development (MLTSD).

The development, implementation and maintenance of divisional conformance programs, projects and initiatives in support of DWQMS, WWQMS and BCOS including the completion of required assessments (e.g., Infrastructure Review, Risk Assessment, Top Management Review, Aspects and Impacts, Objectives and Targets, etc.) and related process and procedure development and implementation. Supports internal auditing process, external accreditation audits and the preparation of oral and written presentations to management on audit findings, required actions and recommendations for the various sections. Supports the development and implementation of communication strategies to ensure consistent application of policies and procedures directed to divisional staff, Top Management and Owner (Council).

Conducts internal management system audits (e.g., DWQMS, WWQMS, etc). Conducts finding investigations, completes follow up actions, and verifications associated with audit and other findings.

The development, implementation and maintenance of divisional training program including: the management of divisional core training requirements; the administration and support of learning management software (LMS); and the development of training materials as required.

Supports the divisional Emergency Preparedness Response program as per requirements from applicable legislation.

Prepares oral and written presentations to the division Managers, Council and Conferences. Facilitates meetings of the BCOS Lead Team (BLT), Senior Management Team (SMT), and those meetings required of the DWQMS, WWQMS, OH&S and the training program.

Oversees the administration and support for the BCOS Database (i.e., electronic management system software or databases), divisional and sectional websites.

Supports the identification, development and implementation of continuous improvement initiatives including the on-going evaluation of performance through the monitoring of KPIs.

Supports the annual budgeting processes for the business unit and monitors expenditures where appropriate.

Reviews and submits reports on the status of projects, tasks, and overall benefits of project activities.

Works in accordance with the provisions of applicable OH&S legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

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

QUALIFICATIONS

1. Must be able to demonstrate a level of expertise related to the duties described, normally acquired through a University Degree or College Diploma in Environmental or related Sciences or an equivalent combination of education and relevant work experience.
2. Thorough proven knowledge, interpretation and application of OH&S Regulations and Municipal, Provincial and Federal Environmental Acts, Regulations and By-Laws that apply to Water, Wastewater, stormwater and OH&S.
3. Progressive experience in the implementation of management systems, training programs and emergency preparedness in relation to water, wastewater, stormwater and OH&S.
4. Progressive project management experience.
5. Demonstrated knowledge of management system standards (i.e., ISO 9001, ISO 14001, Ontario DWQMS)
6. Excellent interpersonal and supervisory skills.
7. Ability to communicate effectively both verbally and in writing.
8. Experience in developing and implementing new processes, programs and services.
9. Knowledge of water, wastewater and stormwater operation principles and processes.
10. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
11. Must have excellent working knowledge of computer software applications including: Microsoft Word, Excel, and PowerPoint; and working knowledge of Microsoft Visio and Project is an asset.

12. Working knowledge of electronic management system software or databases (e.g. Intelex, Cornerstone LMS) is an asset.
13. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills. Ability to foster teamwork and collaboration between parties participating in cross-functional and cross program initiatives to achieve the best outcomes for the division.
14. Demonstrated ability to effectively manage staff in a results-oriented environment and in a predominantly unionized setting.

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