

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

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

COMPLIANCE & REGULATIONS TECHNOLOGIST – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Project Manager of Compliance & Regulations, supports specific cross-sectional processes for the Hamilton Water Division (HW). The Compliance and Regulations Technologist will assist in the implementation of strategies to ensure regulatory compliance with water, wastewater and stormwater, environment, occupational health & safety, and emergency response related regulations.

GENERAL DUTIES

Reviews applicable health and safety and environmental regulations, approvals, licensing and accreditation requirements to ensure legislative compliance.

Supports development and maintenance of the Beyond Compliance Operating System (BCOS), the Drinking Water Quality Management System (DWQMS) and the Wastewater Quality Management System (WWQMS).

Stays current with existing and upcoming legislation, guidelines and policies. Maintains current library of regulatory documentation in the BCOS Database.

Identifies and advises of any proposed changes in regulatory requirements or new regulations that may impact water, wastewater and stormwater operations.

Advises of any changes to regulatory requirements or required actions under permits, licences, certificates of approval, Environmental Compliance Approvals (ECAs), inspections and audits.

Supports activities related to the emergency response planning for water, wastewater and stormwater operations including the maintenance of related information.

Tracks regulatory reporting requirements, prepares legal updates and ensures that related tasks are assigned using the BCOS Database.

Facilitates MECP Inspections.

Participates in internal audits.

Tracks regulatory non-compliances and health and safety incidents in the BCOS Database.

Tracks management system non-conformances, opportunities for improvement and best practices in the BCOS Database.

Provides training to staff.

Assists with the maintenance and coordination of document and record control.

Gathers and compiles data in support of the BCOS, DWQMS and WWQMS Programs.

Attends meetings and takes minutes as necessary.

Assists in preparing oral and written presentations on compliance and management system issues.

Provides assistance with the implementation and ongoing administration of Hamilton Water's Learning Management Database (LMD).

Implement, administer and maintain dedicated database software central to the BCOS Program for the Hamilton Water Division. Provide direction for the development and on-going maintenance of software applications.

Act as liaison between the Hamilton Water Division and our management system and training software providers as well as with the City of Hamilton's Information Services. .

Define, customize and maintain web-based user interfaces 'dashboards' for use by different sections across the Hamilton Water Division.

Troubleshoot, carry out performance testing and optimize the application of database software as well as provide technical solutions.

Provide technical and customer service support to divisional staff related to the application of database software.

Integrate and create linkages between various sources of technical data.

Assist with the identification and securing of various sources of data, and determines methods of researching, collecting and creating information as needed.

Leadership role in the development and preparation of training materials including guidance manuals and on-line multi-media content. Delivers database training to Hamilton Water Staff as well as sectional database administrators.

Supports staff that have legal reporting and regulatory approval requirements.

Tracks the status of capital projects requiring regulatory approvals (i.e., Drinking Water Works Permit and Municipal Drinking Water Licence approvals, Environmental Compliance Approvals).

Assists with the preparation, review and approval of 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.

Working to meet Unit, Sectional and Divisional KPIs.

Performs 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 above, normally acquired through a College Diploma in Environmental or related Sciences with work-related experience in the support of management systems.
2. Proven experience reviewing and interpreting environmental and health and safety regulatory requirements that apply to water and wastewater activities.
3. Demonstrated knowledge of the Occupational Health and Safety Acts and Regulations, Provincial and Federal Environmental Acts and Regulations as applied to water and wastewater activities.
4. Experience in the use of management system software or database software programs.

5. Knowledge of Intelex software at the administration level is an asset.
6. Knowledge of environmental, quality, health and safety and drinking water quality standards (for example ISO/CSA standards) and the WWQMS Operational Plan Summary Report is an asset.
7. Excellent interpersonal, organizational, time management analytical skills are required.
8. Strong verbal and written communication skills are required.
9. Good understanding of water, wastewater and stormwater operational processes is an asset.
10. Must have excellent computer skills in a Microsoft Office environment (Word, Excel) as well as web based technical searches. Knowledge of PowerPoint is required.
11. Experience in taking and transcribing minutes.

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