

CITY OF HAMILTON

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

ENVIRONMENTAL DATABASE ANALYST – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Project Manager of Compliance & Regulations, the Environmental Database Technician takes a leadership role in the implementation, development and administration of various databases, websites and information technology (IT) tools in support of the Beyond Compliance Operating System (BCOS) and Drinking Water Quality Management (DWQMS) management systems for Hamilton Water staff. As part of the Compliance & Regulations Section, the Environmental Database Technician will assist in the implementation of strategies to ensure regulatory compliance with Environmental, Health and Safety and Drinking Water Quality Management System for the water and wastewater business areas.

GENERAL DUTIES

Develop, implement, administer and maintain dedicated database software central to the BCOS Program for the Hamilton Water Division.

Act as liaison between the Hamilton Water Division and our software providers (i.e., Intellex Technologies (BCOS Database) and Cornerstone (Learning Management Database) as well as with the City of Hamilton's Information Services. Provide direction for the development and on-going maintenance of software applications.

Define, create, 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.

Leadership role in the facilitation of Compliance Support Group meetings including monthly Health and Safety meetings.

Development of communication materials such as electronic newsletters and websites.

Computer programming (html) related to the customization of database software.

Prepare and assist in the preparation of communication materials, legal updates and reports as required.

Assist with the preparation for Ministry of the Environment (MOE) and other regulatory body inspections and subsequent follow up related to information requests.

Review applicable Health and Safety and Environmental regulations for legislative compliance.

Identify and track regulatory reporting requirements and ensure that these are delivered in a timely fashion.

Track actions taken by the division as a result of inspections and audits.

Participates in internal audits as an auditor and auditee.

Maintain hard copy and electronic records of relevant regulatory and other required documentation.

Assist the divisional staff in the use of electronic training records. Assist in the monitoring of divisional training requirements to ensure compliance with pre-established need assessments.

Coordinate activities with staff involved in reporting and meeting regulatory requirements to maximize efficiency and full compliance.

Prepare summary reports, statistical data analysis of surveys and/or other associated tasks to determine the effectiveness of the BCOS and LMD programs.

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.

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

QUALIFICATIONS

1. Demonstrated experience in administering an environmental database normally acquired by attaining a College Diploma as an Environmental Technician or related Sciences or an equivalent combination of education and relevant experience.
2. Previous experience in the development, implementation and administration of management systems.
3. Previous project management experience an asset.
4. Previous experience in troubleshooting software and setting work flows.
5. Proven experience in the administration of environmental management system database software (, i.e. Intalex) and training database software (Cornerstone).
6. Proficient in computer software Microsoft Office (Word, Excel and PowerPoint), and professional Acrobat writer software and web based applications and technical searches.
7. Proven experience in reviewing, interpreting and applying Environmental and Health and Safety Regulations.
8. Knowledge of Health and Safety Act and Safe Drinking Water Act.
9. Knowledge of ISO international standards i.e. ISO 9001, ISO 14001, CSA Z1000 and ISO19011
10. Knowledge of Ontario's Drinking Water Quality Management System (DWQMS) an asset.
11. Excellent communication and interpersonal skills to deal effectively with staff, management and the general public.
12. Ability to demonstrate analytical skills and superior organizational skills.