

# CITY OF HAMILTON

## **PUBLIC WORKS DEPARTMENT** **(HAMILTON WATER – COMPLIANCE & REGULATIONS – 700 WOODWARD AVENUE)**

### **SENIOR REGULATORY COORDINATOR**

#### **SUMMARY OF DUTIES**

Reporting to the Manager of Compliance and Regulations, will assume accountability and responsibility for the Compliance Support Group under the Compliance and Regulation Section and the long-term planning for the implementation and maintenance of regulatory programs, such as oversee the maintenance of 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 legislated requirements and the Beyond Compliance Operation System (BCOS) integrated environmental and Health and Safety Divisional management program.

Accountable for developing and/or coordinating actions to external audit findings associated with the accreditation of the City of Hamilton municipal residential Drinking Water Systems and leading an internal audit program.

Accountable for ensuring that the activities undertaken and the services provided by the Compliance Support staff are provided in the most effective and efficient manner in accordance with applicable regulations/guidelines and are consistent with the City of Hamilton Mission, Vision Values, Strategic Plan, Corporate Culture Pillars, 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**

Manages and leads a comprehensive internal compliance and systems internal audit program associated with DWQMS, WWQMS, OH&S and BCOS by establishing audit plans, schedules and audit teams for drinking water, wastewater, environmental, and health and safety. Acts as the Finding Coordinator in the BCOS Database for Hamilton Water and oversees root cause analysis and corrective/preventive actions for all findings.

Facilitates the external audits conducted by the MECP appointed auditors of the DWQMS. Accountable for developing and/or coordinating actions to external audit findings associated with the accreditation of the City of Hamilton municipal residential Drinking Water Systems.

Responsible for maintaining accreditation of the Drinking Water Systems and advises management staff of gaps that need immediate rectification.

Responsible for providing support to inspections from outside agencies such as the Ministry of the Environment, Conservation and Parks and Ministry of Labour; oversees the overall process including findings and associated preventive/corrective actions.

Overall responsibility for establishing best practice and key performance indicators within the Division and updating scorecards on a timely basis.

Identifies, develops and coordinates Divisional communication strategies to increase awareness of staff

responsibilities under the Management Systems.

Manages the administrative components of assigned projects including the preparation/coordination of regulatory reports, monitoring of required actions and other related internal and external regulatory documentation and record keeping.

Prepares the annual draft current budget for the business unit and monitors and controls expenditures and recommends changes where appropriate.

Ensures timely, cost effective results are in compliance with corporate and legislative requirements.

Consults or undertakes liaison with municipal, provincial, and federal government agencies, as well as with consultants, and other public and private sector groups relevant to assigned projects and investigations.

Oversees and coordinates the review of applicable Health and Safety and Environmental regulations, approvals and accreditation requirements to ensure legislative compliance.

Advises Senior Management of the impact of upcoming and existing legislation, guidelines and policies pertaining to the Division.

Oversees the preparation of training material for Divisional staff. Administration and support of the Divisional Learning Management Database and ensures that appropriate records are maintained in Corporate Learning databases.

Reviews and submits reports on the status of projects, tasks, and overall benefits of project activities to the Manager of Compliance and Regulations. Prepares oral and written presentations to management on audit findings, required actions and recommendations for the various sections.

Ensures that the Divisional Emergency Preparedness Response program meets requirements from different legislation.

Identifies and advises on communication strategies to ensure consistent application of policies and procedures directed to Divisional staff, top management and Owner (Council) to ensure Divisional regulatory compliance and conformance to Corporate and Public Works procedures.

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.

Provides support for the Divisional websites and workspaces.

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 and OH&S.

Oversees and provides support for the Beyond Compliance Operating System (BCOS) and BCOS Database (electronic management system software provided by Intalex).

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.

Participates on the Compliance & Regulations JHSC as the certified Management Co-Chair.

Demonstrated ability to effectively manage staff in a results-oriented environment and in a predominantly unionized setting.

Performs other duties as assigned which are directly related to the responsibilities of the position.

### **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. Progressive experience in the implementation of Management Systems, Emergency Preparedness and Project Management in relation to Water, Wastewater and Stormwater.
3. Thorough proven knowledge, interpretation and application of Municipal, Provincial and Federal Environmental and Health and Safety Acts, Regulations and By-Laws that apply to Water, Wastewater and Stormwater.
4. Demonstrated supervisory and/or management experience gained through progressively responsible positions in the area of program/project management and strategic planning.
5. Demonstrated progressive knowledge and experience implementing ISO 9001, ISO 14001, DWQMS, ISO 18001, CAN/CSA Z1000 or ISO 45001 management systems.
6. Experienced Lead Auditor for DWQMS and/or ISO Management Systems ( ISO 9001, ISO 14001, ISO 45001, ISO 50001, etc.) with training in ISO 19011; substantial experience as Lead Auditor including developing audit plans, schedules and reports.
7. Progressive consulting skills and experience including analysis, planning, implementation and project management.
8. Experienced in designing and delivering customer focused programs and services.
9. Excellent interpersonal and supervisory skills.
10. Must have excellent presentation skills, verbal and written communication skills.
11. Must have above-average analytical and problem solving skills.
12. Must have knowledge of water, wastewater and stormwater operation principles and processes and ability to interpret analytical data and technical reports.
13. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
14. Working knowledge of computer software applications, Word, Excel and Microsoft Project applications. Knowledge of Quality/Environmental/OH&S/Training database management systems is an asset.
15. Willingness to seek Occupational Health and Safety designation would be considered an asset.
16. Ability to maintain complete project records and to deal effectively with issues and matters that may have the potential to lead to litigation.
17. Proven organizational skills and the ability to work to very tight deadlines and competing priorities.

18. Knowledge of collective bargaining process.

**NOTE:**

As a condition of employment, the successful applicant(s) will be required to obtain a satisfactory Criminal Reference Check or Vulnerable Sector Screening, at their own expense, prior to beginning work in this position.

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

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