

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT (HAMILTON WATER DIVISION — COMPLIANCE & REGULATIONS - LOCATION – 700 WOODWARD AVE., ADMINISTRATION BUILDING)

PROJECT MANAGER - REGULATORY MONITORING

SUMMARY OF DUTIES

Reporting to the Superintendent, Environmental Monitoring & Enforcement (EME), Compliance & Regulations, the Project Manager, Regulatory Monitoring will provide leadership to staff in a team environment that shall focus on ensuring that the Drinking Water Sampling & Monitoring Program within EME scope including the Corrosion Control Program (CCP) for the City's drinking water system, is monitored and reported in order to fulfill the City's obligations under the Safe Drinking Water Act and other pertinent drinking water and water resource legislation.

The Project Manager shall ensure that the Drinking Water Sampling within EME scope is implemented in accordance with the Safe Drinking Water Act and the City and Provincial/Federal requirements in the most effective and efficient manner consistent with the City of Hamilton Mission, Vision and Values.

Ensures that the City's Surface Water Quality Program and objectives are implemented in conjunction with various internal and external partners and meet the goal of overseeing the quality of receiving water bodies from the City's infrastructure.

Coordinates activities associated with document control within EME unit including Environmental History Property Requests, Freedom of Information Requests and the City's Wastehauler Permitting & Waste Manifest QA/QC Program.

Aids in the preparation of reports identifying how EME's operations performed against established benchmarks related to services, financial, administration and staff performance.

Possesses a demonstrated record of technical competence, customer focus, teamwork, staff delegation and empowerment. In addition, the Project Manager, Regulatory Monitoring will have a responsibility for investigating and recommending new procedures for improving the section's technical performance.

Possesses a high level of personal integrity and be an excellent communicator.

GENERAL DUTIES

Assumes the day-to-day responsibilities for ensuring that the obligations of the City of Hamilton's Drinking Water Sampling & Monitoring Program and CCP within EME scope under the Safe Drinking Water Act are met and regularly exceeded; and that these elements are delivered in a timely and cost-effective manner in accordance with City and Provincial policies.

Responsible for coordinating the collection of drinking water samples and field analysis related to the drinking water sampling program and CCP within EME scope, as per the Hamilton Drinking Water System Municipal Drinking Water Licence and Drinking Water Works Permit.

Responsible for CCP reporting including the Schedule 15.1 Community Lead Sampling Program as required by the Hamilton Drinking Water System Municipal Drinking Water Licence and Drinking Water Works Permit.

Directs, trains and provides supervision of support staff involved in the Drinking Water and Surface Water Sampling Program within EME scope.

Samples and monitors drinking water in the field including water distribution systems, communal wells, pumping stations/reservoirs, for bacteriological and chemical testing, to ensure compliance with applicable regulations, following required sampling and quality assurance protocols. Performs testing and sample preservation/preparation in the field.

Log-in drinking water samples in the computerized Laboratory Information Management Systems (LIMS) database, following the requirements of MECP licensed, ISO/IEC 17025 accredited laboratories.

Ensure that chain of custody forms are properly filled in following the requirements of MECP licensed, ISO/IEC 17025 accredited laboratories

Supports the development of policies and procedures related to Hamilton Water's Drinking Water regulatory requirements.

Participates in multi-disciplinary teams/committees comprised of staff not only from the Public Works Department, but from other City Departments and outside agencies in order to address Drinking Water Sampling Program including the CCP and regulatory issues.

Responsible for coordinating the collection of surface water samples and associated field analysis, related to the City's Surface Water Quality Program.

Support in the development of policies, procedures and guidance documents related to the City's Surface Water Quality Program.

Develop and facilitate technical workshops/Public Information Centers in order to engage various partners in understanding City programs to allow for a greater understanding and buy-in.

Implement strategies to improve effectiveness and efficiencies and evaluate staff performance.

Research, write and/or edit reports, correspondences and presentations to Council, fact sheets, and other internal and external communication related to various responsibilities.

Receives and answers inquiries of a technical nature from public, staff other departments, municipal and government agencies and recommends public consultation approaches for the various sampling programs and other programs within EME.

Prepare specifications, terms of reference, purchase order requests and other documentation for the purchase of goods and services required for the implementation and support of various activities.

Represent the City at various meetings with other departments, municipalities, associations and MECP representatives.

Evaluates staff performance against internal and external benchmarks and assists in the maintenance of records related to training and mentoring programs.

Monitors and ensure safe work practices in accordance with all applicable regulations, policies and 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.

Makes recommendations related to EME's operations and capital budgets.

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

QUALIFICATIONS

1. Must be able to prove and demonstrate a level of experience and expertise related to the duties described above, usually acquired by obtaining a relevant University Degree and proven work experience or by obtaining a Diploma in an accredited Engineering Technologist's Course from a Community College plus demonstrated progressive work experience or a combination of relevant education and work experience.
2. Demonstrated combination of relevant supervisory related work experience and demonstrated knowledge in drinking water, wastewater and environmental sampling and monitoring methodologies.
3. Proven demonstrated knowledge and experience in the theories and practices of Safe Drinking Water Management.
4. Must hold a certificate under Ontario Regulation 128/04 (Certification of Drinking Water System Operators and Water Quality Analysts) or be able to obtain within 6 months of hire date. Maintaining this Certification is a condition of employment.
5. Demonstrated knowledge and experience related to Project Management. Preference will be given to candidates with Water/Wastewater experience.
6. Demonstrated ability to design and deliver large innovative programs/projects, such as: process improvement initiatives and customer-focused programs that include stakeholder/customer outreach, engagement and education.
7. Working knowledge and understanding of relevant statutes, regulations and by-laws affecting the department/section including the Safe Drinking Water Act, Ontario Water Resources Act and Sewer Use By-law.
8. Demonstrated thorough knowledge of and experience working with accreditation and licensing requirements for analytical testing, ISO standards, SCC/CALA, DWQMS, MECP requirements.
9. Must be proficient in interpreting sampling data and providing summary analysis reports and continual improvement recommendations to the sampling teams. Comprehensive experience in the interpretation of analytical data applied to environmental testing, particularly Water/Wastewater treatment and surface water sampling programs.
10. Ability to articulate a vision, concepts and recommendations to a wide variety of audiences.
11. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
12. Ability to deal effectively with representatives of other levels of government, management, peers, staff and the general public.
13. Must possess thorough working knowledge of the current suite of MS Office software including PowerPoint, Excel and Word. Working knowledge of LIMS, BCOS, Infor / IPS and LMD is an asset.
14. Must have excellent report writing skills and excellent verbal communication skills.
15. Proven organizational skills and the ability to work with very tight deadlines and competing priorities.
16. Must hold a valid G driver license and have a satisfactory driving record.

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