

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

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

WASTEWATER COMPLIANCE TECHNOLOGIST – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Project Manager, Compliance & Regulations supports the Hamilton Water Division in the further development and implementation of cross-sectional processes to ensure regulatory compliance, with a focus on wastewater and stormwater operations, including operational standard operating procedures.

GENERAL DUTIES

For wastewater and stormwater, stays current with existing and upcoming legislation, guidelines and policies, maintains current library of regulatory documentation in the BCOS Database and advises of any proposed changes in related regulatory requirements.

Create new, and modify existing, standard operating processes and procedures ensuring integration with Hamilton Water's existing Wastewater Quality Management System, which is based on Environmental Management System principles (i.e., ISO 14001) and Quality Management System principals (i.e., Drinking Water Quality Management System (DWQMS) and ISO 9001), and compliance with legislative requirements.

Conduct an annual assessment, of environmental aspects/impacts, infrastructure review and risk assessment of the wastewater operations.

Ensure affected staff are aware of process changes through the preparation and effective delivery of written and verbal communications including the facilitation of regular divisional working group meetings.

Train affected staff on new or revised processes and procedures.

Assist with the administration of document and record control through the use of Management Systems (i.e., InteleX) and Learning Management System software tools.

Assists in preparing wastewater and stormwater, presentations and reports for compliance and conformance (e.g., top management review, senior management updates, council reports, annual compliance reports, etc.).

Support staff who have regulatory and conformance requirements, and other tasks. Attends meetings and takes minutes as necessary.

Works to meet Unit, Sectional and Divisional KPIs.

Participate in internal conformance audits and provide assistance during regulator inspections.

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.

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 above, normally acquired through a three-year college diploma in environmental or related sciences with work-related experience in the support of management systems.
2. Must have excellent verbal communication skills with specific experience leading and facilitating group discussions of a highly technical nature. Must be a confident and experienced presenter.
3. Must have experience developing training materials and the delivery of training in a variety of group settings.

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4. Must possess excellent written communication skills with specific experience taking meeting minutes, preparing reports and (project) status updates. Experience developing and writing new standard operating procedures.
5. Must have the ability to work collaboratively in a team environment.
6. Must have excellent time management skills with the ability to prioritize tasks and meet set deadlines.
7. Proven experience reviewing and interpreting legal requirements, which are applicable to the City of Hamilton's wastewater treatment and collection operations (e.g., federal, provincial and municipal levels).
8. Demonstrated knowledge of the Occupational Health and Safety Act, Provincial and Federal Environmental Acts and Regulations as applied to wastewater activities.
9. Demonstrated experience of quality (i.e., ISO 9001, DWQMS) and environment (i.e., ISO 14001). Experience with occupational health & safety management systems is an asset
10. Specific knowledge of environmental management assessments (i.e., environmental aspects and impacts as per ISO 14001) is required and experience conducting an assessment is an asset.
11. Specific knowledge of infrastructure reviews and risk assessments is an asset.
12. Technical working knowledge of process control narratives. Must have working experience of wastewater treatment and collection processes.
13. Working experience with stormwater systems is an asset.
14. Experience working with maintenance and calibration software is an asset.
15. Working knowledge and proven experience using management system software (e.g., document control) is required. Knowledge of Intalex software at the administration level is an asset.
16. Must have working knowledge and proven experience using MS Office software (e.g., Word, Excel, PowerPoint, Visio, OneNote, MS Teams, etc.).
17. Strong verbal and written communication skills are required.
18. Excellent interpersonal, organizational, time management analytical skills are required.
19. Experience in taking meeting minutes.
20. Must have a "G" licence and access to a vehicle.

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