



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

COMPLIANCE AND QMS COORDINATOR PERMANENT, FULL TIME (35 HOURS PER WEEK)

The Township of Centre Wellington is a thriving and growing community of 31,000 residents with diverse urban and rural settings. Its close proximity to Guelph and Kitchener-Waterloo, diverse economy, active arts community and renowned natural features are among its many lifestyle advantages.

Reporting to the Manager of Water Services and Environmental Sustainability, the Environmental Compliance and QMS Coordinator assesses water compliance, leads the development and maintenance of the quality management systems (QMS) and maintains quality control and analysis of asset management data.

Major Duties & Responsibilities:

Compliance

- Evaluates compliance with all federal and provincial regulations/legislation and Township by-laws applicable to water, wastewater and stormwater.
- Assesses data and record keeping to assist with determination of compliance issues.
- Monitors and reviews new and proposed regulations to assess potential for compliance issues.
- Reviews and submits compliance data (Water Taking, Annual Reports, ERRIS, Large Water Users, MUMPS, and Performance Reports) to Regulatory Agencies.
- Leads record collection for Ministry of the Environment, Conservation and Parks (MECP) inspection and communicates with the MECP Inspector during the inspections.
- Prepares and submits applications for Municipal Drinking Water Licence (MWDL) and Drinking Water Works Permit (DWWP), Environmental Compliance and Approval and other related regulated submissions.
- Reports compliance data to senior staff and Township Council.
- Monitors Operator training and updates training matrices to track the hours completed by Operators to maintain licenses.

Quality Management

- Ensures the Quality Management Systems meets all requirements of the Drinking Water Quality Management Standard.
- Supports the development, implementation and maintenance of a Quality Management System for water, wastewater and stormwater.
- Audits the daily record keeping of the Quality Management System to ensure conformance to the Operational Plan.
- Communicates and compiles required material for the 3rd Party Auditor prior and during the Audit.
- Supports and leads revisions to the QMS Operational Plan and associated procedures and forms.

- Recommends and collaborates with relevant staff for continuous improvement.
- Reports the status of the QMS through Management Review with Top Management and Council.
- Writes and reports an annual QMS overview to Committee of the Whole and Council.
- Coordinates and delivers QMS training, including emergency management training.
- Processes both Corrective and Preventative Actions and ensures operational staff and top management are made aware of pertinent changes.

Asset Management

- Compiles statistics for infrastructure maintenance programs to monitor the effectiveness of the programs through infrastructure review.
- Creates Work Orders and Service Requests for repairs to assets and equipment through the review of maintenance programs and operational procedures.
- Analyzes and calculates operational data to determine optimal performance and key performance indicators.
- Reviews monthly customer water meter data and collaborates with the Special Projects and Customer Services Supervisor to determine required water meter repairs, replacements or troubleshooting.
- Identifies service types to align maintenance programs with GIS mapping.
- Coordinate the Township's Infrastructure Review process.

Computer Applications

- Administers the CMMS software for Infrastructure Services by adding assets, equipment, new employee permissions, preventative maintenance, providing staff training and troubleshooting issues with IT.
- Manage e.RIS (electronic reporting for SCADA) for Water and Wastewater Services by designing reports, building data queries, troubleshooting with the contractor and IT, and maintaining training and knowledge.
- Maintains the Effluent Regulatory Reporting Information System (ERRIS)
- Support and implement the design, update and edits to the website as needed.
- Administers record management within Infrastructure Services including standardizing to TOMRIMS and tracks / amends the security level for staff according to job function.
- Maintains the ITRM site for Infrastructure Services for new and existing employees.
- Supports iCompass Council reporting for Water Services and Environmental Sustainability, as well as Wastewater Services.

Support

- Compiles data and reports required for FOI requests from Legislative Services, contractor / consultant and Engineering Services requests.
- Represents the Township through participation on various committees at a corporate, county and provincial level.
- Researches best practices and prepares findings for review with the Manager of Water Services and Environmental Sustainability and the Manager of Wastewater Services.

Minimum Qualifications and Requirements:

- Successful completion of a College diploma or a University degree in Environmental or Applied Science, or in a related field, or an acceptable equivalent of education and experience.

- Minimum of 3 years work experience in an engineering related, or public works, or construction, or municipal environment.
- Knowledge of municipal by-laws, Provincial and Federal regulations related to water, wastewater and stormwater
- Excellent time management, organizational, analytical, problem-solving and research skills.
- Computer literacy utilizing Microsoft Office Suite (Word, Excel, Outlook), MS Teams, Adobe Writer, SharePoint, e.RIS, CityWide, and mobile data capture applications.
- Records management skills.
- Strong interpersonal skills and ability to work effectively in teams.
- Good understanding of policies and regulations under the Safe Drinking Water Act and Ontario Water Resources Act.
- Experience in DWQMS Audit Processes.

Annual Salary: \$70,873 - \$79,722 (2024 salary range)

How to Apply: Interested applicants are invited to submit their cover letter and resume combined in one document in MS Word or PDF format by email to careers@centrewellington.ca by **October 30, 2024, at 11:59 p.m.** Please quote job posting '2024-047' in the subject line.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at www.centrewellington.ca and search the Job Opportunities link. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however only those candidates selected for an interview will be contacted. No phone calls please.

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.