



## JOB DESCRIPTION

The Corporation of the City of Orillia is recruiting for a full-time position of Environmental Compliance/QMS Coordinator in the Environmental Services and Operations Department.

## DUTIES

- Designated QMS Representative as defined in the Drinking Water Quality Management Standard.
- Coordinate QMS department compliance including internal and external audits, and health and safety training as required.
- Liaise with the Ministry of Environment, Conservation and Parks inspectors and QMS accreditation auditors to provide information and assist in the inspection and auditing process.
- Facilitate risk assessment, corrective action and continual improvement processes and communicate QMS information to staff, as well as liaise with other municipalities and relevant organizations.
- Review and assist with compliance and conformance programs to monitor and ensure that the City's water/wastewater treatment subsystems, solid waste facilities, brownfield sites, source water protection and stormwater requirements are met and comply with standards of government regulatory ministries and agencies.
- Manage the inspection program for Industrial, Commercial and Institutional properties within the City for compliance with the Sewer Use By-law, Chapter 1047.
- Review and assist with the application and evaluation of the Drinking Water Licence, Drinking Water Works Permit, Permits to Take Water, and Environmental Compliance Approvals for the Department for accuracy, completeness and the impact to existing water/ wastewater systems, stormwater systems and solid waste systems.
- Review and update technical operational procedural manuals, emergency plans, contingency plans and related staff training programs.
- Ensure the website is current and concise for the Environmental Services and Operations Department.

## QUALIFICATIONS

- Bachelor degree in engineering, environmental sciences or other technical area or any combination of education and experience that would likely provide the required knowledge and abilities for the position.
- Two to three years' experience in developing, implementing and supporting Canadian federal and provincial environmental compliance programs and/or DWQMS in a municipal setting would be an asset.
- Water and Wastewater subsystem licensing would be an asset.
- Regulatory experience and/or experience dealing with regulatory agencies would be an asset.
- Technical knowledge of the principles and practices related to water and wastewater systems, stormwater and solid waste management, brownfield remediation, source water protection, as well as stormwater operations and processes.
- Excellent interpersonal, report writing, communication skills with the ability to work effectively in a team setting with minimal supervision.
- Strong computer skills using MS Word, Excel, PowerPoint, e-mail and the internet.
- Valid Ontario Class G driver's licence and access to reliable vehicle.

Compensation for this position is Category 5, \$66,396 to \$80,703 pursuant to the salary schedule for exempt employees, plus a comprehensive benefits package. Interested applicants are invited to submit their resume (in MS Word or PDF format) in confidence by May 30, 2019 at noon to:

Lori Bolton, CHRL, Director of Human Resources,  
City of Orillia, 50 Andrew Street South, Suite 300, Orillia, ON L3V 7T5  
Email: [lbolton@orillia.ca](mailto:lbolton@orillia.ca) Fax: 705-325-5904