

Department: Public Works

Division: Environmental Services

Reports to: Manager of Environmental Services

Supervises: Compliance and Performance Analyst

Position Objective/Summary

The Environmental Compliance Supervisor is responsible for the creation, implementation, and ongoing management of the programs, plans, policies, procedures, and systems necessary for the Corporation of the City of Port Colborne to comply with all federal, provincial, and municipal environmental regulatory requirements.

Duties and Responsibilities

(These set out the principal functions of the position and shall not be considered as a detailed description of all the work requirements).

- Coordinate the application, maintenance, and/or amendment of all environmental approvals, permits and/or licenses required by the Corporation.
- Act as a key contact for any environmental compliance issues internally and externally.
- Track and communicate changes in legislative and regulatory requirements and recommend action.
- Prepare and deliver compliance-related communications, education and training to the public, suppliers/contractors, staff, and Council.
- Report any non-compliant incidents to the appropriate Provincial and/or Federal department and work with management and/or staff to ensure appropriate corrective actions are implemented.
- Coordinate required data and monitoring to prepare and submit all legislated annual reports (water quality, energy and greenhouse gas emissions, salt management, stormwater, wastewater), and complete related Council reports to ensure regulatory compliance under the City's licences and approvals.
- Coordinate and oversee any Ministry compliance inspections.
- Develop, administer maintain and monitor processes, policies, procedures and conditions for the CLI-ECA's, MDWL and DWWP.
- Direct environmental programs, such as, energy conservation programs, aboveground storage tanks, spill prevention/control, hazardous waste management/disposal, salt management, excess soils, and coordinate employee training.

- Review and revise current bylaws or create new bylaws, as appropriate, to ensure compliance with regulatory requirements.
- Lead and assist with the development, maintenance, and continual improvement of the City's Drinking Water Quality Management System (DWQMS) to ensure accreditation is maintained.
- Coordinate water loss control programs and strategies, focusing on customer water usage and distribution system losses, to meet the long-term strategic objectives of the City.
- Manage, direct, and coordinate projects as assigned. Prepare and/or review RFPs/RFQs/tenders as needed.
- Complete or assist with Provincial and/or Federal funding applications.
- Attend meetings and act as a City representative on various committees and working groups.
- Other duties as assigned.

Position Requirements

- University undergraduate degree or college diploma in Engineering and/or Environmental Science or related discipline.
- Five (5) years' experience directly related to environmental compliance, water/wastewater operations, environmental sampling and analysis, environmental project management or environmental quality management, preferably in a municipal setting.

Knowledge/Skill/Ability

- Specific working knowledge of Environmental laws, regulations, guidelines, and policies as they relate to environmental management in a municipal context, including the Safe Drinking Water Act, Ontario Water Resources Act, Clean Water Act, and Environmental Protection Act.
- Knowledge of the Drinking Water Quality Management Standard.
- Progressive leadership experience, in a unionized environment is considered an asset.
- Valid class "G" driver's license and a driving record acceptable to the City.
- Strong data management and analytical skills.
- Well-developed computer skills and experience with a wide variety of programs, such as, Word, Excel, PowerPoint, and Microsoft Teams applications.
- Highly effective communication, project management, planning, interpersonal and organizational skills, with well developed written and verbal skills.
- Knowledge of risk assessment and emergency preparedness.

- Experience in managing field operations including knowledge of Occupational Health and Safety Act requirements and field safety procedures.

Work Conditions

- Most work is performed in an enclosed office setting, sitting at a desk, with occasional field work at various construction sites.
- General hazards while at construction sites such as heavy equipment, road traffic, slips, trips, falls, exhaust, chemicals.
- Required to be accessible 24/7 should an environmental incident/emergency occur to provide advice on how to proceed.
- Attendance at council meetings (outside of regular working hours) is required when making presentations or reports to council