



*Making life better in King*

\* Future Request \*

## THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

<b>JOB TITLE:</b> Environmental Technologist	<b>CLASSIFICATION:</b> Union, Full-Time
<b>DEPARTMENT:</b> Public Works	<b>SALARY LEVEL:</b> \$75,293 - \$83,665 (Grade 9; 2024 Rate)
<b>LOCATION:</b> Municipal Centre, 2585 King Road, King City, ON	

### JOB PROFILE:

#### Function:

Working under the general guidance and direction of the Environmental Infrastructure and Compliance Supervisor the Environmental Technologist will coordinate, and support initiatives related to ensuring compliance with the Consolidated Linear Infrastructure Environmental Compliance Approvals (CLI ECA) and the Municipal Drinking Water License Program (MDWLP). The Environmental Technologist develops, implements, and administers legislative/regulatory and quality/risk management programs related to water, wastewater, and stormwater. This position must provide input on legislative and regulatory changes. Conducts field inspections, monitoring, research and compiles technical reports. Reviews the organization's adherence to regulatory requirements and guidelines. Identifies areas for continual improvement including processes and procedures. Liaise with the Ministry of the Environment Conservation and Parks (MECP), York Region Public Health, and other upper-tier government agencies as required. Assists with the coordination of operational programs and activities related to stormwater, water, and wastewater, including water efficiency; backflow prevention and cross control program; maintenance and repair contracts; flow monitoring; asset management programs and records management.

#### Reports to:

- Environmental Infrastructure and Compliance Supervisor

#### Supervision Responsibilities:

- None

#### Duties and Responsibilities:

- Assist the Supervisor with compliance for the Township's drinking water systems, stormwater systems and wastewater collection systems.
- Supports and conducts ongoing reviews of organization's adherence to

regulatory requirements and guidelines.

- Identifies and makes recommends for improvement related to procedures and general compliance.
- Reports discrepancies and non-compliance matters to the Environmental Infrastructure and Compliance Supervisor.
- Responds to Ministry inquiries regarding compliance and non-compliance matters.
- Conducts field investigations, inspections, sampling, monitoring, and analysis of stormwater infrastructure.
- Prepares memos and technical reports for the Stormwater, Drinking Water and Wastewater Systems.
- Analyze and trend data, leading to new programming through innovations and improvements in existing programs for the residents and business owners of the Township.
- Monitor, review, interpret, and summarize legislation, and regulatory requirements primarily regarding but not limited to the Safe Drinking Water Act, Clean Water Act, Environmental Protection Act, and the Ontario Water Recourses Act.
- Consolidates, analyzes, interprets, trends, and summarizes data related to Environmental Services. Maintains key performance indicators and related databases for all aspects of Environmental Services.
- Coordinates and participates in internal and external audits of the water, wastewater, and stormwater quality/risk management programs.
- Coordinates and participates in MECP inspections of the water, wastewater and stormwater systems.
- Maintains documents and records related to the operation, maintenance, and monitoring of the Township's closed landfills, drinking water systems, storm water systems and wastewater collection systems including sampling and testing records, logbooks, records of repair, licensed operator training records, certificates, and reports.
- Supports the Supervisor with the reporting and documentation of corrective actions taken of all Adverse Water Quality instances and sewage overflows/spills to the Ministry of the Environment Conservation and Parks, York Region Health Services and other agencies as applicable.
- Responds to Ministry inquiries regarding compliance and non-compliance matters.
- Reviews and supports Supervisor with the adherence and completion of the Township's Customer Service Request processes and work-order system related to Environmental Services.
- Maintains the on-going framework and standards of the Township's Drinking Water Quality Management System (DWQMS), Quality Management Standard (QMS) and administrative requirements of the Municipal Drinking Water License, Certificates of Approval and Environmental Compliance Approvals.

- Develops, administers, and maintains Standard Operating Procedures, policies, documentation, and operational manuals for stormwater, water and wastewater systems.
- Participates in working committees outside the Township.
- Develops and facilitates technical training to various stakeholders.
- Maintain training records in accordance with O. Reg 128/04 and O. Reg 129/04.
- Assists with administration of backflow prevention programs and other compliance programs.
- Performs other related duties, as assigned, that are in accordance with job responsibilities or necessary departmental or corporate objectives.

### **Education/Experience:**

- Minimum of three (3) year community College Diploma in Environmental Technology or Civil Engineering Technology and/or a University Degree in a related field.
- Over three (3) years of demonstrated experience working within the Environmental field.
- Working knowledge of the Occupational Health & Safety Act, Safe Drinking Water Act and Regulations, Ontario Water Resources Act and Environmental Protection Act and Regulations, and other provincial policies, directives, statutes, and regulations that are in accordance with job responsibilities is required.
- Knowledge of and experience using electronic databases and internet-based services is required.
- A valid class G driver's license is required.
- Excellent verbal and written communication skills required, along with good organizational skills.
- Considered an asset:
  - OACETT Certified Engineering Technologist (C.E.T) designation and/or ability and willingness to obtain C.E.T designation.
  - License/Certification in Water and/or Wastewater.
- Experience with field sampling.
- Experience with technical reporting writing.

### **Conditions of Employment:**

- Work involves mental and visual concentration with frequent interruptions.
- Frequent demands and inflexible deadlines that may conflict.
- Must be able to work with minimal supervision.
- Must be able to deal effectively with the public, consultants, contractors, owners, lawyers and government agencies, staff and Council members.
- Availability to work outside of normal business hours (weekends and after hours) is required.
- Valid class "G" driver's licence in good standing.
- Access to a reliable vehicle to use on corporate business.

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Department Head: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Supervisor (if applicable): \_\_\_\_\_

Date Approved: \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date Signed: \_\_\_\_\_