



Compliance and Training Technician – Utilities

Full-time Permanent Opportunity

Why Choose Loyalist for Your Next Great Career Opportunity? We are passionate about water safety and take pride in our work. Our team is evolving within a workplace that values respect and hard work. We also like to have fun while accomplishing great things for our Residents!

Loyalist Township is committed to reaching our full collective potential as an employer of choice. We offer excellent pay and benefits, including a defined benefit pension plan (OMERS) and free counselling services for staff and their families. Service to our community and each other is what we do.

Loyalist is a growing community of over 17,000 residents situated on the north shore of Lake Ontario between Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with several smaller hamlets throughout, including an island community accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts a lively downtown core right on Lake Ontario, full of excellent restaurants and nightlife offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.

What do You offer Loyalist as a Compliance & Training Technician? You love the details and being accurate with your databases. You thrive when able to work independently and proactively. You are proud to make a difference by using your excellent knowledge of water distribution and treatment, and wastewater collection and treatment operations to keep the public safe. You value opportunities to learn and grow, while contributing to a great work environment with your team.

If this sounds like a great fit to what you are looking for, we would love to hear from you!

File No: 2022-02 Compliance and Training Technician -
Hours: Utilities 35 per week
Rate: \$31.63 per hour (90% during first three months)
Closing: January 23rd, 2022, 11:59 p.m.

A detailed job description is below. Please submit your cover letter and resume using the online form by selecting the apply now button:

[APPLY NOW!](#)



JOB DESCRIPTION

POSITION TITLE: Compliance and Training Technician

DEPARTMENT: Economic Growth & Community Development Services (EGCDS) – Utilities Division

REPORTS TO: Compliance Supervisor

UPDATED: January 2021

CATEGORY: Permanent FULL-TIME – CUPE – 35 hours/week

POSITION SUMMARY:

The Compliance and Training Technician will be assigned a variety of tasks within the Township's Utilities Division: The position will assist the Utilities Compliance Supervisor with the administration of the Drinking Water Quality Management System for two drinking water plants, associated distribution systems and the management system of two sewage plants and collection systems. The Technician will be responsible to collect, review, enter, maintain, analyze and interpret data from water and wastewater plants and prepare straightforward accurate reports. The Technician will assist in scheduling operator training and operator's license upgrades and renewal applications. The position will be responsible for the accurate and timely entry of training data of operators. The ideal candidate is highly self-motivated, can achieve a high degree of accuracy, strong analytical thinker and has strong attention to details. Strong data management and advanced MS-Office knowledge are considered an asset.

MINIMUM QUALIFICATIONS

- Successful completion of 3-year Community College Environmental Technologist or Technician Diploma or an equivalent combination of relevant education & experience
- A minimum of three (3) years of Environmental Technician related experience in a municipal environment preferable in the water & wastewater field
- Strong knowledge of water and wastewater operations and processes
- Awareness of the Drinking Water Quality Management Standard (DWQMS)

- Proficiency and proven experience in the use of computers and software, specifically MS-Office suite of products (Word, Excel, Access, PowerPoint, Outlook), internet research tools, Adobe Acrobat, cloud-based software and ability to become familiar with Township specific programs and software (WaterTrax, GIS, etc.)
- Required to obtain and maintain satisfactory CPIC (Criminal Record Check); and
- Required to possess and maintain valid Class “G” driver’s license, with a clean driving record and access to private vehicle.

KNOWLEDGE, SKILLS & ABILITIES

- Highly self-motivated with the ability to work proactively, independently and with minimum supervision
- Strong attention to details with high degree of accuracy
- Working knowledge and good understanding of federal and provincial acts, regulations, codes, policies, and guidelines as it pertains to water- and wastewater operations (i.e. SDWA, OWRA, DWQMS, EPA, Fisheries Act, OHSA)
- Strong knowledge of water and wastewater operator licensing, certifications, training involving requirements, maintenance, upgrades and renewals
- Demonstrated ability to be familiar with monitoring data, data processing techniques and databases
- Ability to use operational knowledge to identify gaps or problems in adherence to policies and procedures, and ability to bring forward such issues to management in a timely and clear manner to ensure accountability and correction
- Ability to perform all calculations required in the operations of water and wastewater systems
- Ability to undertake and manage multiple assignments concurrently with the ability to prioritize
- Ability to create professional business documents (letters, reports, memoranda, minutes, etc.)
- Accurate record keeping and document control
- Clear and concise written & oral communication
- Ability to work in a team environment and independently
- Research skills and ability to ensure knowledge and skills are current
- Auditing knowledge
- Ability to work outside normal business hours as required

KEY RESPONSIBILITIES AND DUTIES:

- Compliance:
 - Collect data from water and wastewater plants
 - Review operations data for completeness and compile data for the maintenance of the DWQMS and sewage management system
 - Analyze data against legal / operational requirements and report any data abnormalities to the Compliance Supervisor
 - Assist with the data management of the Township facilities in WaterTrax, review and enter data in a timely fashion
 - Assist the Compliance Supervisor in the preparation of documentation required for federal and provincial inspections (i.e. MECP, Environment Canada) by gathering documents, preparing accurate straight forward reports and data tables
 - Prepare straightforward reports and trending charts by developing and using Excel spreadsheets and using databases
 - Maintain accurate and updated compliance-focused paper and electronic records (i.e. COCs, sampling plans, sampling and flushing records, PTTW, etc.)
- Training/Operator licenses:
 - Assist in the preparation and scheduling of operator training
 - Maintain an accurate and up-to-date database to track the status of operator licenses/certificates, training hours, work hours
 - Prepare and distribute training reports for operation staff and supervisors
 - Assist in the upgrade and license renewal applications process
 - Update documentation as per compliance requirements
- Drinking Water Quality and Sewer Management System:
 - Assist the Compliance Supervisor with the administration by reviewing, updating, maintaining documentation and records
 - Responsible for the accurate document and record control within the DWQMS and the sewage management system
 - Assist with development of compliance-related SOPs, policies, contingency plans and work instructions including the review of regulatory changes as they relate to existing procedures
 - Assist in compiling documentation required for internal & external audits and assist in the internal audit process
- Recordkeeping & maintenance:
 - Maintain accurate and up-to-date records related to the Township's drinking water and wastewater operations and ensure such records are easily accessed for review by authorized personnel
 - Maintain corporate files in accordance with the Operational Plan, the Utilities Policies and Township practices

- General:
 - Must stay current in knowledge and skills
 - Responsible as an employee for health and safety, including working safely within requirements of legislation and policies, reporting hazards, and maintaining a safe and clean environment
 - Adheres to Township policies and procedures
 - Provide services to both internal and external customers in a timely and courteous manner
 - Work effectively as part of a team, demonstrating good interpersonal skills, tact, and diplomacy
 - Work within set standards
- Other duties as assigned

WORKING RELATIONSHIPS:

Internal: frequent communication within Utilities and in other divisions / departments such as Engineering; occasional communication with IT, Admin and Finance

External: occasional communication with laboratories, residents, representatives from other municipalities and agencies, contractors/vendors, seminar and course providers, trainers and consultants

WORKING CONDITIONS:

- Normal busy office environment working conditions apply for most working hours
- Required to work outdoors occasionally in various and changing weather conditions that include but is not limited to snow, rain, hot and cold temperatures, and wind.
- Occasional overtime required
- Occasionally may be required to attend meetings, programs, seminars, events which may take place at differently facilities, requiring travel.
- May be seated for long periods (3-4 hours) (with the ability to get up and move/stretch)
- May be required to do occasional moderate physical exertion
- Required to work occasionally in locations with exposure to sensory elements including biomaterial and chemical smells

The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.