



The Corporation of the Municipality of West Grey Job Posting

Position: Environment Officer, Infrastructure and Development department
Category: Permanent Full-time, 35 hours week
Salary: \$37.62 to 44.01/hr

Applications are now being accepted for the permanent full-time position of Environment Officer, Infrastructure and Development department. To apply, please submit your resume and cover letter to hr@westgrey.com by April 17, 2023.

About the Municipality of West Grey

Located in Grey County, and serving a population of 13,000, the Municipality of West Grey is a combination of rural, farm communities, friendly urban centres and quaint villages. With our quintessential 'small-town Ontario' vibe, our calming, yet breathtaking scenery and recreation for every season, West Grey is a welcoming place to call home.

About the Corporation of the Municipality of West Grey

This is your opportunity to join a dynamic staff team and see the impact of your work in everyday lives of our citizens. You will work with dedicated, professional staff, contribute to a collaborative, supportive corporate culture and meet some of the most amazing volunteers and community leaders anywhere. If you are ready to be busy and make a difference, we want to hear from you.

Job Overview

Reporting to the Manager of Public Works, the Environment Officer manages West Grey's environmental portfolio and corporate health and safety.

Job Details

Environment portfolio

- Oversee, implement, integrate and manage priorities identified in the corporate climate action plan, ensuring alignment with the asset management plan and corporate procedures.

Waste Management

- i. Strategic projects
 1. Developing, implementing, and overseeing waste disposal, recycling and diversion programs,
 2. Developing long-term waste management solutions
 3. Coordinating environmental assessments for construction projects.
- ii. Monitors the municipality's activities and applies the Access Soil Regulation and Standard Operating Procedures

- iii. Monitors the municipality's Salt Management Plan, annually reviews the plan for accuracy and completes the annual reporting template
- iv. Oversee environmental operations at department patrol garages (oil separators, Hazardous Waste Information System)
- v. Completes the annual Data Call
- vi. Assists with preparing Standard Operating Procedures (SOPs)
- vii. Operations
 - 1. Supervises operation & maintenance of the scales and its software, ensures accuracy of the description on the weigh tickets
 - 2. Organizes ongoing training and professional development of the landfill attendants
 - 3. Supervises landfill attendants
 - 4. Research and review Acts, Regulations, Guidelines and best management practices relating to waste management
 - 5. Collaborate with local municipalities regarding waste management disposal and diversion programs
 - 6. Promote municipal and county waste management programs and educate residents about them
 - 7. Work with the communications coordinator to ensure public communication regarding waste management and recycling is posted on municipal website
 - 8. Assists in preparing West Grey's Annual Waste Management Reports
 - 9. Manage West Grey's Municipal Hazardous and Special Waste Program (tender, schedule, operate, manage, promote, expenses, etc.)
 - 10. Oversee all recycling programs
 - 11. Understand and communicate ministry funding and funding changes
 - 12. Prepare and submit funding applications and answer inquiries from the ministry regarding the submissions
 - 13. Develop composting program
 - 14. Lead role to develop educational opportunities within the schools to promote responsible waste reduction and recycling.
 - 15. Reviews the Ministry of Inspection Reports to assist with compliance
 - 16. Prepare waste management budget recommendation
 - 17. Assists the Manager with formulating and overseeing waste management budget.

Drinking Water System(s)

Performs the following technical administrative functions and reports to manager:

- Monitors the Drinking Water License(s) for accuracy and renewal
- Monitors the Drinking Water Works Permit(s) for accuracy and renewal
- Monitors the Permit To Take Water(s) for compliance and renewal
- Reviews the Internal Audit(s) for Corrective Action Requests
- Reviews the Management Review(s) for Corrective Action Requests
- Reviews the External Audit(s) for Corrective Action Requests
- Monitors the renewal date for accreditation of the Operating Authority

- Monitors industry trends for water conservation initiatives
- Assess projects to determine the need to complete Forms 1, 2, 3 and/or Notification to the manager or director
- Assists with a backflow program
- Assists with a cross connection program
- Reviews the Ministry of Inspection Reports to assist with compliance.

Wastewater System(s)

Performs the following technical administrative functions and reports to manager:

- Monitors the Environmental Compliance Approvals (ECAs) for compliance (Treatment)
- Monitors the Consolidated Linear Infrastructure (CLIs) ECA(s) for the Municipal Wastewater Collection Systems for accuracy and renewal
- Monitors and edits the Pollution Prevention and Control Plan
- Monitors and reviews the Ministry's Standard Operating Policy for Sewage Works
- Assess projects to determine the need to complete Forms A1, CS1, SS1, SS2 and/or Director Notification Form
- Is familiar with procedures F-5-1 & F-5-5
- Monitors for Schedule C notice(s)
- Reviews the Ministry of Inspection Reports to assist with compliance
- May be required to assist with reporting overflows and/or bypasses
- P3 initiatives & public education
- Assists with preparing Standard Operating Procedures (SOPs)
- Fats, Oils & Grease (FOG) initiatives & public education
- Flushable-public education

Municipal Storm Water Management System(s)

Performs the following technical administrative functions and reports to manager:

- Monitors the CLI ECA(s) for the Municipal Storm Water Management Systems for accuracy and renewal
- Monitors for opportunities to implement Low Impact Development (LID) stormwater management strategy(ides)
- Develops and keeps current a Monitoring Plan consistent with the requirements of the CLI ECA
- Liasson with the Drainage Superintendent regarding Municipal Drains
- Ensures Operation and Maintenance Manuals are current and up to date
- Assess projects to determine the need to complete Forms SW1, SW2, SW3, SS2 and/or Director Notification Form
- Monitors for Schedule C notice(s)
- Assists with preparing Standard Operating Procedures (SOPs)
- Assists with monitoring End of Pipe controls.
- Assists in reviewing the catchment area for new Municipal Stormworks

Corporate Health and Safety (15%)

- Establish corporate health and safety programs as required by the Occupational Health and Safety Act and applicable regulations
- Coordinate the activities of the corporate Health and Safety Advisory Committee
- Certified manager representative of the Health and Safety Advisory Committee
- Develop and monitor health and safety policies, procedures and processes including action plans and safe work practices, i.e.: First Aid, WHIMIS, Working at Heights, Transportation Dangerous Goods etc.
- Organize and manage the corporate safety training program
- Prepare Health and Safety documents and forms; including but not limited to Facility Inspection Forms
- Investigate incidents/accidents with the affected manager, and develop corrective actions, working in conjunction with the department head.
- Assists with the purchasing of Health and Safety supplies, clothing, tools, equipment
- Monitor Health and Safety Reports
- Member of the emergency control group
- Ensure Health and Safety procedures and policies are kept current

Other (10%)

- Familiar with the requirements of Source Water Protection
- Monitor Source Water Protection program relating to West Grey's requirements
- Assists with Saugeen Valley Conservation Authority (SVCA) applications
- Assist with environmental requirements from SVCA permits for sedimentation and erosion control, etc.
- Develop and maintain municipal standard operating procedures
- Keep current with information, legislation, resources, equipment, tools, and technology in related fields to ensure programs are up to date and in compliance
- Assist with federal and provincial funding applications
- Monitor and make recommendations to incorporate 'green' practices in asset management initiatives
- May be expected to assist in an emergency situation outside of normal operating hours
- Any other duties as assigned from time to time

Our ideal candidate:

- Post-secondary education in Environmental Sciences or similar.
- One year certificate program in Health & Safety would be an asset.
- Five years experience in a related environment field and health & safety role.
- Ability to effectively communicate both verbally and in writing.
- Ability to respond quickly in a dynamic and changing environment.
- Ability to prioritize and manage conflicting demands.
- Demonstrated time management skills.

- Direct working knowledge of operations.
- High level of integrity and work ethic.
- Highly developed understanding of industry regulations, standards, and best practices.
- Canadian Registered Safety Professional (CRSP) designation would be considered an asset.

Equal Opportunity Employer

The Corporation of the Municipality of West Grey is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, Aboriginal/Native American status or any other legally-protected factors. Disability-related accommodations are available on request for candidates taking part in all aspects of the selection process.