



POSITION VACANCY

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With over 14 million visitors a year and a growing resident population of over 95,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Call Number:	2024 - 32
Position:	Wastewater-Stormwater Compliance Analyst
Type of Vacancy:	Permanent
Work Schedule:	Monday to Friday, 7am-3pm (40-hour work week)
Location:	Service Centre (3200 Stanley Avenue)
Salary Range:	\$75,238 to \$94,047 (2024 range under review) Plus, comprehensive benefit package
Date Posted:	March 1, 2024
Closing Date:	March 19, 2024 at 4:00pm

Further details on this position are attached.

To apply, please submit a cover letter and resume via www.niagarafalls.ca/jobs

Applications must be submitted online and will be accepted until
4:00 pm on March 19, 2024

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

CITY OF NIAGARA FALLS

POSITION DESCRIPTION Municipal Works

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: **Wastewater-Stormwater (WW-SW) Compliance Analyst**

DIVISION / DEPARTMENT: Municipal Works / Operations

SECTION: Water and Wastewater Services

RESPONSIBLE TO: Compliance Program Manager

SUPERVISES: Union staff when performing compliance-based tasks

WORKING CONDITIONS: Office environment (100%)

POSITION SUMMARY:

Responsible for the wastewater and storm water management infrastructure to ensure continuous compliance with the Ministry of Environment, Conservation and Parks (MECP) legislation. To provide support in all operations, maintenance, and reporting requirements for the sanitary and storm systems.

RESPONSIBLE FOR:

1. Coordinate the maintenance and/or amendment of all sewer/storm system Environmental Compliance Approvals (ECA's), Licences and Permits.
2. Ensure that the City's activities are compliant with all relevant sewer/storm federal, provincial and municipal regulatory requirements by providing technical and regulatory expertise to all departments and maintaining current knowledge.
3. Act as initial contact for general sanitary/storm public inquiries and complaints, both internally and externally.
4. Track and communicate legal requirements related to sanitary/storm systems. Maintain control of records according to legislative, regulatory, and municipal requirements.
5. Report any non-compliances to the appropriate Municipal/Provincial/Federal agency and assist with the remediation of the non-compliance.
6. Review and note any concerns with capital and development designs and commissioning plans prior to being approved by the Compliance Program Manager. Support the process by which all sanitary and storm infrastructure is present in the City's MMS and mapping application by monitoring and tracking all work completed for these systems.
7. Coordinate wastewater (and stormwater, when available) training and licencing programs including maintenance of training records, tracking of licencing requirements, obtaining training providers and where required, delivery of compliance awareness training to Union and Non-Union staff. Maintain a training regime to ensure all certified licenced staff receive mandated training.
8. Prepare documents for and participate in sanitary and storm MECP Inspections and audits.

9. Document current sanitary collection and stormwater management processes/procedures and assess for continual improvements and consistency with their respective Operations and Maintenance Manuals. Update/adjust or draft new processes/procedures and/or Manuals where required for process efficiency, consistency and/or Municipal best practice.
10. Aid in the development and maintenance of wastewater and stormwater quality management systems (WWQMS & SWQMS).
11. Maintain all data required to maintain compliance with the Excess Soil Management Legislation as it relates to sanitary and storm infrastructure installation and maintenance (including stormwater ponds).
12. Assists with special projects, as may be assigned from time to time.
13. Attend regular team meetings and support team building Internally within the division, with other City Departments and potentially with Municipal working groups.

POSITION REQUIREMENTS / QUALIFICATIONS:

- Completed Undergraduate Degree or College Diploma preferably in Environmental Studies, Geography, or Engineering.
- At least five (5) years related experience preferably in wastewater operations and/or ISO or QMS environment.
- Advanced Microsoft office, database application and maintenance management system experience.
- Past or current Wastewater Operators' Licence would be an asset.