



## Compliance Coordinator

### The Opportunity

The Town of Grimsby is committed to building a future that welcomes innovative new ideas while protecting and preserving its distinct heritage. It is a place where leaders are committed to sustainability and honouring Grimsby's treasured natural setting. Grimsby has become a sought-after community where residents enjoy waterfront living, historic neighbourhoods, active living, and world class natural amenities. It is conveniently located in the Greater Toronto and Hamilton Area (GTHA) in a region that is home to Niagara wineries, agriculture, cuisine, and internationally recognized attractions.

### The Portfolio

Reporting to the Manager of Operations & Compliance and taking direction from the Environmental Health and Safety Compliance Advisor, the Compliance Coordinator will support and facilitate the implementation of the various programs, plans, policies, procedures, and systems related to the Town's regulatory compliance requirements. This position is responsible for data management, analysis and reporting of divisional data for various programs and continuous improvement activities. The position will support legislative compliance within the Public Works department and the organization. The position also provides technical and operational support to ensure Town operations comply with appropriate legislation, regulations, best management practices, and quality standards.

### The Candidate

As a candidate for this position, you possess a degree or diploma in Engineering, Environmental Technology, Quality Management, or a related field. Additionally, they must have certification as a Certified Engineering Technologist (C.E.T), Certified Technician (C. Tech), Environmental Technologist (EMT), or hold an equivalent professional designation.

The candidate should have a minimum of three years of relevant experience in regulatory and compliance programs, preferably within a municipal environment. Furthermore, the candidate should have hands-on experience with health and safety procedures and be familiar with administering OHSA guidelines.

## Working for the Town of Grimsby

The Town of Grimsby offers candidates for this position a competitive employment package that includes a salary range between **\$69,968 and \$85,126** and a comprehensive benefits plan.

The Town supports the health and wellness of our employees; a commitment that is demonstrated through free access to Town recreation facilities for employees and flexible working arrangements.

## How to Apply

If you are excited by this opportunity, we are excited to hear from you!

We invite you to submit your application to [hr@grimsby.ca](mailto:hr@grimsby.ca) by **February 10, 2025, at 4:30 PM**. Please quote the posting number in the subject line. A full job description can be found below.

## Posting #: 13-2025

*We thank all applicants for their interest, however only those selected for an interview will be contacted.*

*Consistent with our values and corporate culture, the Town of Grimsby is an equal opportunity employer committed to providing an inclusive, barrier-free recruitment and selection experience, and work environment. The Town of Grimsby will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process up to the point of undue hardship. If you require accommodations, please contact Human Resources ([hr@grimsby.ca](mailto:hr@grimsby.ca)) to make appropriate arrangements.*

*The Town of Grimsby may use AI (Artificial Intelligence) in the recruitment process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.*

*Be advised that the Town of Grimsby's Human Resources department frequently audits resumes of internal and external applicants to validate the accuracy and trustworthiness of information provided. Falsification of information provided at any time throughout the recruitment process may result in disqualification. Internal applicants may be subject to discipline up to and including termination.*



## JOB POSTING

# Compliance Coordinator

Public Works Department

### Duties and Responsibilities:

#### 1. Compliance Systems and Quality Control (65%)

- 1.1 Maintains department-specific and corporate compliance and quality management programs including, but not necessarily limited to the following:
  - a) Drinking Water Quality Management System.
  - b) Roads Quality Management System.
  - c) Occupational Health and Safety Program and associated sub-programs.
  - d) Facility Fire Safety Program.
  - e) CLI-ECA programs for Storm Water and Sanitary systems;
- 1.2 Coordinate and participate in audits and inspections with auditors and regulators, as applicable to Town Operations.
- 1.3 Prepare reports and review and interpret technical information and legislation.
- 1.4 Track operations staff licenses, certifications, and training hours. Completes renewal and upgrade applications and schedules and provides training.
- 1.5 Supports the creation, implementation, and auditing of programs, plans, policies, procedures, and systems necessary to comply with all federal, provincial, and municipal legislative requirements.
- 1.6 Coordinate and assist in ensuring compliance and conformance to best management practices, policy/procedures, and operational requirements within operations including, but not limited to the requirements within the MDWL, DWWP, and CLI ECA's, CVOR, and O. Reg 239/02 Maintenance Standards.
- 1.7 Responsible for creating and monitoring deficiency reports for distribution to staff, as well as marking and filing completed repairs for compliance reporting.
- 1.8 Responsible for coordination, review, and assessment of all fleet and CVOR paperwork as is required under the Highway Traffic Act, and Town policies to ensure that drivers and the Corporation are in line with regulatory requirements.
- 1.9 Provide technical, administrative, and analytical expertise to support operations.
- 1.10 Provides backup coverage in the absence of the EHS Compliance Advisor and acts as Alternate Quality Management System (QMS) Representative as required.

#### 2. Health and Safety (25%)

- 2.1 Assists with implementing and administrating the corporate health and safety program and associated sub-programs.
- 2.2 Organize and perform Health and Safety inspections and investigations in line with internal policies and practices as well as OHSAs guidelines.
- 2.3 Reporting of spills, abnormal operating conditions, and adverse conditions including the coordination of information to SAC, MECP, and MOH as required.
- 2.4 Implement and maintain education and outreach programs related to the municipality's corporate health and safety program.
- 2.5 Tracks and reports on Health and Safety data; including injury, incident and accident reporting, lost time, and worksite inspections.

**3. Administration (10%)**

- 3.1 Reviews, tracks, controls and maintains appropriate program-related records in accordance with applicable legislation, policies, procedures and standards.
- 3.2 Prepare summary reports, standardized reporting, etc. that may be required to maintain compliance with legislation.

**4. Other**

- 4.1 Other related duties, as assigned.
- 4.2 Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, Town by-laws, policies, procedures, and guidelines.
- 4.3 The incumbent may be required to use their personal vehicle to travel to Town facilities, meetings, events, etc.
- 4.4 The incumbent must maintain the ability to travel in a timely manner to Town facilities, other offices, work locations or sites as authorized by the Corporation for business reasons.

**The successful candidate will possess the following:****Education**

- Degree or diploma in Engineering, Environmental Technology, Quality Management or a related field.

**License, Registration and Training**

- Certification as a Certified Engineering Technologist (C.E.T), Certified Technician (C. Tech), Environmental Technologist (EMT) or an equivalent professional designation.
- Valid and unrestricted Ontario Class "G" Driver's License with access to a reliable vehicle for travel throughout the Town of Grimsby.

**Experience**

- Three (3) years of related experience in regulatory and compliance programs preferably in a municipal setting.
- Working experience in health and safety and administering OHSA guidelines.
- Experience in water, wastewater, roads or fleet operation.

**Knowledge/Skills/Abilities**

- Strong knowledge of Quality Management Systems (QMS), particularly those aligned with related industry standards.
- Proficient in using quality control tools for data-driven decision-making.
- Strong applied knowledge of Federal, Provincial, and Municipal policies, legislation, regulations, processes, by-laws and best practices applicable to occupational health and safety, water, wastewater, roads and transportation, fleet and equipment.
- Excellent interpersonal skills, ability to work independently, project/time/records management, organizational, research, and presentation skills, with the ability to communicate effectively, professionally, and courteously.
- Computer literate and ability to use various software applications including Microsoft 365.
- High degree of analytical skills in assessing and determining job and task requirements.
- Able to prioritize and work with anticipated deadlines.
- Working knowledge of the Occupational Health & Safety Act.

- Demonstrate ethical conduct, political sensitivity, discretion, integrity, and reliability.
- Listen, engage and interact skillfully and professionally with stakeholders and the public.

A combination of education, training, and experience may be considered.