

The Township of Huron-Kinloss

POSITION DESCRIPTION

Position Title: Manager of Environmental Services			
Reports to:	Director of Public Works	Last Revision Date	July 2024
Department:	Public Works	Positions Supervised:	Operator in Charge, Landfill Attendant, Landfill Worker, Landfill Labourer
Position Status:	Full Time	Job Grade:	TBD
Nature and Scope of Position:			
Reporting to the Director of Public Works, the Manager of Environmental Services is responsible for the development and management of environmental service policies, procedures and programs in relation to the Township water, wastewater, stormwater and solid waste management systems as well as providing operational support and supervision regarding any environmental incidents, spills, etc. that may occur within the Township. The position will provide support for the capital and operational budget planning and is responsible for the administration of all Environmental Services. The position will be providing assistance and recommendations for the long-term capital and operational forecasting for the Township, as well as reviewing, analyzing and recommending water, wastewater and solid waste management user fees and rates. The position is responsible for the management of the Township's third (3rd) party contracted service provider for operation of the Township's water and wastewater facilities and waste collection systems.			
Key Result Areas	Major Responsibilities		Success Indicators
Water and Wastewater Management	Manage the Township's water and wastewater systems which includes contract management of Operating Authority.		Water systems operate efficiently and reliably, while adhering to budgets.

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	• Manage and oversee the day-to-day system operations of the water and wastewater systems and annual operations and maintenance budgets. • Develop and administer policies related to water and wastewater operations. • Township representative for the Drinking Water Quality Management System. • Ensure Standard of Care requirements are being met or exceeded for Senior Management and Council. • Oversees the Water metered properties and supports finance department with the utility billings. • Coordinating the submission of all statutory reports required by the Safe Drinking Water Act and Environmental Protection Act and associated Environmental Compliance Approvals. • Supporting and recommending the annual budget and review of rates to ensure the fiscal sustainability of the of the water and wastewater systems as self funding budgets, in cooperation with the Finance department. • Supporting and recommending the annual and multi-year capital budget to ensure that the Township has reliable access to water and wastewater capacity. • Support, develop and implement key initiatives and priorities of the Township in regard to water and wastewater. • Policy development in relation to Environmental Services.	• Policies and procedures are developed, administered and kept current. • Consistently meets or surpasses the regulatory compliance standards, receiving positive feedback from Senior Management & Council. • Utility billings are accurate and punctual. • All statutory reporting is completed and submitted on time. • The Water systems consistently meet the Township's demand with little to no interruptions and are fiscally sustainable. • Multi-year capital budget supports the systems capacity and reliable usage for the Township.
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	• Support and implement recommendations from Senior Management or Council in regard to strategic priorities, infrastructure requirements, etc.	
GIS & Asset Management	• Asset Management in relation to Environmental Services, including all water supply and distribution infrastructure, wastewater collection, and treatment infrastructure, stormwater management systems and solid waste management facilities. • Maintain and ensure accuracy of the GIS system for all Environmental service assets throughout the Township. • Review system assets and support development and maintain the capital infrastructure plans related to the Township's water, wastewater, and solid waste management systems. • Coordinate and manage capital projects related to environmental services across the Township.	• Maintaining the lifecycle data and sustainability of all water supply, distribution infrastructure, wastewater systems, stormwater management, and solid waste facilities using effective asset management practices. • GIS database is current and accurate. • Capital infrastructure plans are regularly updated and developed so the plans address current needs, and future projections.
Solid Waste Management	• Manages the operation of the Township's Huron & Kinloss Landfill Sites in compliance with the Environmental Protection Act and the approved MECP Environmental Compliance Approvals. • Manages the Curbside Waste and Recycling third-party contracts for service delivery.	• All landfill operations meet the regulatory requirements. • Service contracts are delivered in a consistent, cost-effective, and environmentally responsible manner.

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	• Ensure operational compliance of the landfill Site to provincial requirements. • Coordinates the submission of all statutory reports required by the MECP. • Manages Engineering consultants and the delivery of the waste disposal sites environmental monitoring program (groundwater, surface water, etc.). • Responsible for the monitoring and tracking of waste management activities and diversion programs and initiatives across the Township. • Develop and implement Township initiatives or education programs for waste management services. • Direct supervision of landfill staff and contractors. • Supporting and recommending the annual budget and rates to ensure the self-funding status of solid waste management services. • Supporting and recommending the annual and multi-year capital budget to ensure that the Township has reliable future access to solid waste disposal services. • Support, develop and implement key initiatives and priorities of the Township in regard to solid waste management.	• Collection services endeavour to meet community needs and meet the regulatory requirements. • All statutory reports are completed accurately and submitted on time. • Clear improvement in the public's usage of the landfill through education programs and communication. • The solid waste management program consistently meets the Township's demand and is fiscally sustainable. • Multi-year capital budget supports the programs capacity and reliable usage for the Township residents.
Administrative	• Prepare and / or review reports and present information to Senior Management and Council as required.	• Reports are accurate, efficient and presented in the acceptable format and language style.

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	• Develops and maintains utility system financial plans and assessments and develops and recommends utility rates and fees. • Assess water finances and develop and recommend system rates, operation and maintenance budgets and capital budgets. • Assess Waste Management finances and develop and recommend system rates, operation and maintenance budgets and capital budgets. • Collaborate with internal departments on development applications. • Supports the Director of Public Works with the Review of Site Plan Applications, Subdivision Applications and Official Plan / Zoning Amendments applications.	• Rates and fees for revenue neutral utilities are managed in a fiscally responsible and sustainable manner. • Capital infrastructure plans are regularly updated and developed so the plans address current needs, and future projections. • Development and planning applications meet the current service needs and regulations along with consideration for future growth.
Teamwork	• Provide technical support and guidance to Senior staff and Council. • Remains current on and adheres to corporate and departmental policies and procedures. • Ensures that own work is performed in a safe manner according to health and safety guidelines and procedures.	• Clear and reliable information is provided to support well-informed decisions and effective action for Council and Senior staff. • Adheres to corporate and departmental policies and procedures. • Attendance at and completion of all training required by the Township of Huron-Kinloss...

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Public Relations/Customer Service	• Resolving public complaints received related to the Township's operation of water and wastewater systems. • Resolving public complaints received related to the Township's solid waste operations.	• Positive representation and negative feedback from the public. • Responds to internal and external inquiries in a timely professional manner
Other related duties as assigned.		
Qualifications		
Education: • 3–4-year college diploma in Environmental / Engineering Technology or Quality Assurance • Drinking Water Quality Management System (DWQMS) training Education Assets but not requirements: • Class II Water Supply and Distribution License Class III Wastewater Treatment License, Class II Wastewater Collection License • Certified Engineering Technologist through the Ontario Association of Certified Engineering Technicians and Technologists (O.A.C.E.T.T) • Manager of Landfill Operations (MOLO) • Risk Management Official and Inspector Certification in accordance with Clean Water Act, 2006		
Experience: • 3-5 years' experience in a similar role • Supervisory / Management experience an asset		

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Skills:

- Computer competent with experience with Microsoft suite programs
- Ability to prioritize workload, meet deadlines, be detail oriented and accurate
- Knowledge of applicable regulatory requirements as they relate to operational compliance for water, wastewater stormwater, source water protection and solid waste (eg. Safe Water Drinking Act, Ontario Water Resources Act, Environmental Protection Act, Occupational H&S Act)
- Valid Class G Drivers License and access to a reliable vehicle
- Experience with GPS or Topographic survey equipment

Physical Effort & Working Conditions

- The mental effort requires reasonable degree of concentration and the processing and interpretation of complex documents.
- Problems to be addressed require specialized knowledge and skills to solve.
- Hours of work may vary and may include evening and weekend work.
- Work has a moderate level of risk of injury.

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Signatures/Approvals	Signature	Date
Incumbent:		
Senior Manager:		
CAO:		

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.