

Temporary Employment Opportunity – Public Works Compliance Coordinator (Non-Union) (24 Month Contract)

Reporting to the Manager of Public Works, the Public Works Compliance Coordinator provides administrative and regulatory compliance support for the Town's Drinking Water, Wastewater, and Stormwater Systems, ensuring all legislated programs, reporting, and quality management requirements are met.

Key Duties and Responsibilities

- Ensure compliance with applicable legislation, regulations, municipal policies, internal standard operating procedures (SOPs), guidelines, and industry standards.
- Liaise with and report to regulatory agencies, including the Ministry of the Environment, Conservation and Parks, Ministry of Health, Ministry of Labour, and the Local Health Unit.
- Act as the Quality Management System (QMS) Representative under the Drinking Water Quality Management System, including planning and coordination of quality assurance and quality control activities.
- Coordinate the development, review, and updates of SOPs and guidelines in collaboration with operational staff to ensure legislative compliance and system performance objectives are met.
- Maintain departmental document control, including records management, retention, filing, and invoice processing support for the Superintendent.
- Conduct field investigations and internal audits related to SOPs, forms, and compliance activities.
- Track, schedule, and maintain records for mandatory staff training and certification requirements.
- Identify and report compliance issues to the Superintendents and operational staff.
- Coordinate with Public Works staff to assist with compiling construction drawings, service cards, and related documentation.
- Liaise with municipal staff, relay information to residents, and communicate with members of council when required.

Qualifications

- College Diploma in Civil or Environmental Studies, or an equivalent or related discipline.
- Minimum of three (3) years of related experience in a water and wastewater systems environment.
- Demonstrated experience providing administrative support within a municipal public works, utilities, or infrastructure environment.
- Sound knowledge of applicable legislation, including the Environmental Protection Act (EPA), Clean Water Act (CWA), Safe Drinking Water Act (SDWA), Ontario Water Resources Act (OWRA), Occupational Health and Safety Act (OHSA), Health Protection and Promotion Act (HPPA), Federal Wastewater Systems Effluent Regulations (WSER), and other related provincial and federal legislation.
- Licensing in Water Treatment Class II, Water Distribution Class II, Wastewater Treatment Class I, and Wastewater Collection Class II is considered an asset.
- Thorough working knowledge of administrative processes, records management practices, research methods, customer and public relations principles, and general knowledge of municipal services.

The 2026 hourly rate is \$41.33 to \$48.35, based on a 40-hour workweek. Please submit a confidential application by 4:00pm on Feb 20, 2026, to:

Melanie Kirkby, CAO Town of Gananoque
30 King Street East, Gananoque, ON K7G 1E9
Email: hr@gananoque.ca

The Town of Gananoque is an equal opportunity employer. Accessibility accommodations are available throughout the recruitment process. Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and used solely for candidate selection.