



EMPLOYMENT OPPORTUNITY POSTING **HUB Water & Wastewater Coordinator**

CLASSIFICATION: Term Contract – 1 year with possibility of extension
SALARY: Commensurate with qualifications and experience
LOCATION: Ogemawahj Tribal Council Office
DEADLINE TO APPLY: Tuesday, June 30th, 2020 at 4:00pm

The Ogemawahj Tribal Council (OTC), consisting of the Chippewas of Beausoleil, Chippewas of Georgina Island, Chippewas of Rama, Mississaugas of Alderville, Mississaugas of Scugog Island and the Pottawatomi of Moose Deer Point First Nations, supports the overall goals and objectives of all of its member First Nations in the development and facilitation of a superior service delivery organization. In keeping with this mandate, a self-starting, highly motivated individual is required to assume the responsibilities of Hub Water and Wastewater Coordinator.

To provide overall coordination in the delivery of the OTC Hub program ensuring all objectives for both Operational on-site support and development of requirements for the Drinking Water Quality Management Standard (DWQMS) are being achieved. This includes contributing to the development of all documentation under the DWQMS that will allow OTC First Nations to meet the Provincial standards accreditation for system operations. Oversee and work in conjunction with OTC Hub Staff to develop all program processes and procedures to be established and maintained by OTC First Nations Water and Wastewater System staff. Additionally, build capacity within senior management to improve performance and response to needs for First Nation governments.

MINIMUM QUALIFICATIONS:

1. University degree in environmental engineering, environmental science, or related field.
2. Minimum five (5) years of direct experience in the Water/Wastewater environmental regulatory field, including policy development/analysis, monitoring/improving regulatory compliance and reporting systems and functions.
3. Minimum 3 (three) years of experience with municipal drinking water and wastewater systems is an asset.
4. Knowledge of International Organization for Standardization (ISO) and/or other management systems as they pertain to water and wastewater systems, for developing, planning, implementing and monitoring standard operating policies and procedures.
5. Thorough working knowledge of Ontario Water Resources Act, Safe Drinking Water Act 2002 (O. Reg. 170/03), Source Water Protection legislation, Permit to Take Water, environmental Compliance Approvals (Water, Wastewater) for various infrastructure components, Drainage Act, Conservation Act, WHMIS, Certification of Drinking-Water System Operations (O. Reg. 128/04), Drinking Water Quality Management Standard, Licensing Guide for Operators of Water and Waste Water Facilities, American Water Works Association Standards, O. Regulation 903 (Wells), procedures for chlorination and potable water supplies in Ontario, Federal Wastewater Guidelines.
6. Working knowledge of Asset Management systems, policies, procedures and regulations; Municipal Asset Management experience is considered an asset.
7. Excellent knowledge of regulations pertaining to water and wastewater operator licensing, certifications, and training involving requirements, maintenance, upgrades and renewals.
8. Must have proven, well-developed communication and staff/public relations skills; must be highly self-motivated, and be able to work independently, and as a team member.
9. Must have excellent computer skills and proven experience with word processing, spreadsheet, database, file management, AutoCAD or related technical software, preferably in a Microsoft environment.
10. Must have a valid Class G Ontario Driver's License, \$2 million in public liability insurance and access to reliable transportation.
11. Criminal Reference check relevant to the position, and Current Medical confirming fitness to fulfill the duties as outlined in the Job Description.
12. Proficient keyboarding skills and working knowledge of Microsoft applications (e.g.: e-mail, word processing, spreadsheet and database applications).
13. Excellent communication (verbal and written) and interpersonal skills.
14. Ability to deal effectively and courteously with Federal Officials, First Nation governments and other government agencies, the public and staff.

KNOWLEDGE AND SKILLS:

- Excellent knowledge of federal and provincial legislation/policies that affect First Nation water and wastewater facilities, sound knowledge of contemporary public sector operating systems and procedures are required;
- Must demonstrate results - oriented technical management and implementation skills;
- Demonstrated skills in report writing; technical document review; organizing meetings and events;
- Must be able to effectively achieve measurable objectives within directed work plans;
- Must be well organized and able to complete assigned tasks in a timely manner;
- Must be capable of performing and working within a 'multi-task' environment and working within a team;
- Working knowledge of Geographical Information Systems (GIS) is considered an asset;
- Excellent project management skills are an asset;
- Experience in proposal writing is an asset.

PLEASE SEND APPLICATIONS TO:

**Ogemawahj Tribal Council,
Attention: Executive Director
5984 Rama Road
Rama, ON L3V 6H6
Or via email to:
mmccue-king@ogemawahj.on.ca**



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HUB Water & Wastewater Coordinator

For more info, please call: (705) 329-2511

Candidates must provide a detailed resume, cover letter and three references by the deadline. Please mark on the envelope "HUB Water & Wastewater Coordinator" Only those selected for an interview will be notified. **Full job description available upon request.** Late applications will not be considered.