

POSITION TITLE	COMPLIANCE AND PERFORMANCE ANALYST
DEPARTMENT	Public Works
SUMMARY OF DUTIES	Supports the implementation of the programs, plans, policies, procedures, and systems related to City's regulatory compliance requirements for water, wastewater and stormwater
SUPERVISED BY	Compliance, Programs and Performance Manager
EDUCATION	Undergraduate degree or post graduate certificate in environmental science or engineering, geoscience or related discipline. CET, C. Tech or A. SC.T.
EXPERIENCE	Minimum 2-years related experience, preferably in water and wastewater utility operations or municipal experience.
MAJOR RESPONSIBILITIES	The following sets out the principal functions of the position and shall not be considered as a detailed description of all work requirements. Clerks are cross-trained and able to cover all responsibilities.

Reporting to the Compliance, Programs and Performance Manager, the Compliance and Performance Analyst supports the implementation of the programs, plans, policies, procedures, and systems related to City's regulatory compliance requirements for water, wastewater and stormwater. The individual will also be responsible for data management, analysis and reporting of divisional data for various programs and continuous improvement activities.

1. Primary Responsibilities

Duties & Responsibilities

- Act as the City's Quality Management System representative, ensuring the City's accreditation to the Standard is maintained through scheduling and chairing the required management reviews, risk assessments and infrastructure reviews and scheduling the required annual systems internal, external and re-accreditation audits and ensuring nonconformances are addressed to the satisfaction of the accreditation body.
- Responsible for the creation and maintenance of the Distribution System Emergency Preparedness Plan and for scheduling routine testing of the Plan. Also responsible for conducting debrief reviews for any distribution system

emergencies that occur and preparing reports and/or updating the Plan as required.

- Lead the maintenance, administration, retention and control of the DWQMS documentation, including the Operational Plan, SOPs, forms and records.
- Coordinate training programs for Operators and track Operator training hours for certification requirements.
- Complete contractor and supplier orientation training for water, wastewater and stormwater in compliance with legislative approvals.
- Investigate through analysis for water loss and wastewater and &I&.
- Coordinates with other Departments to ensure the W/WW infrastructure data, including as-constructed drawings are kept up-to-date and added to the Geographic Information System (GIS) and asset management programs.
- Assist with the renewal of licenses and permits (MDWL, DWWP, CLI-ECAs, PTTW)
- Assist with the operation, maintenance, inspection, record-keeping, and reporting for all municipal stormwater, sanitary and water infrastructure as required under the City's Licences and permits. Updates and maintains the various databases and software programs related to maintenance and inspections of assets as required.
- Assist in reviewing all capital infrastructure projects to ensure compliance with environmental legislation (i.e. MDWL, DWWP, CLI-ECAs) and review any required submissions (i.e. commissioning plans) and complete required documentation and reporting.
- Act as backup for the Compliance Programs and Performance Manager as needed.
- Oversee work of summer students and interns.
- Complete other duties as assigned.

2. Human Resources

- May provide direction and training to students.

3. Financial Resources

- May provide input into budget.

4. Material Resources

- Carries out work assignments using a variety of office equipment and supplies including a computer, keyboard, printer, calculator, cell phone, telephone and dispatch radio.

SKILL AND EFFORT

5. Knowledge

Ability to understand written and oral direction.

Able to work with minimal supervision.
Valid class "G" driver's license and a driving record acceptable to the City.
Excellent writing and communication skills.
Well-developed computer skills and experience with a wide variety of programs, as related to position duties.
Strong ability to multi-task, with attention to detail.
Strong data management and analytical skills.

6. Physical Skill and Effort

Manual dexterity to operate keyboard and office equipment.
Constant visual/mental concentration is required with frequent interruptions (i.e. phone calls, public entering the foyer, opening the gate to let suppliers/contractors in)
Functions performed mainly in a seated position with occasional periods of walking, climbing, standing and bending.
Some lifting, carrying as need.

Decision Making and Judgement

Work is performed under general supervision and rarely checked by Manager.
Work is performed in accordance with established procedures/manuals.

Judgement is exercised in:

Sorting out invoicing issues
Organizational skills and prioritizing workload.

7. Interpersonal Skills/Contacts

Interpersonal skills to communicate effectively with the general public.

Internal:

With Manager and staff of own division to receive instructions and/or exchange information.
With staff of other divisions to exchange information.

External:

Tact and empathy required in all communications with public when needed.
With organizations and general public for operations inquiries and concerns.

WORKING CONDITIONS

8. Environment

Works inside in an office environment. Occasional meetings outside of regular business hours. Some work will be carried out in the field primarily at construction sites (delivering training, performing inspections, investigating compliance issues, audits etc), where exposure to dirt, grease, noise, inclement weather, poor

ventilation etc. may occur. Hazards in the field may include: heavy equipment, road traffic, slips, trips, falls, exhaust, chemicals (watermain disinfection activities). Some travel to attend out-of-town meetings, conferences etc. Some overnight stays required.

9. Control Over Work Schedule

Required to work normal hours Monday to Friday with a need for overtime as needed.

In agreement with the duties and responsibilities of this position.

Education and experience are determined by the Corporation.

Agreed to: Department Head _____

Supervisor _____

Employee _____

Approved: Chief Administrative Officer _____

Dated: _____