



## THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

### WATER CONSERVATION COORDINATOR PERMANENT, FULL TIME (35 HOURS PER WEEK)

Reporting to the Manager of Environmental Services, the Water Conservation Coordinator is responsible for the administration and monitoring of a water efficiency and conservation program, including data capture, monitoring, documentation, and analysis.

The Water Conservation Coordinator support water, wastewater, and stormwater public relations, promotion, education, and outreach programs through marketing and program delivery.

#### **Key Major Responsibilities**

**Duties include but not limited to:**

#### **Policy Development/Program Support**

- Supports the development, implementation, and administration of a water conservation by-law and program including promotion and inspection/enforcement.
- Participates in the development and implementation of water conservation programs.
- Administer water conservation and protection programs through data collection and documentation.
- Receives and processes program applications.
- Evaluates program effectiveness, researches trends, and recommends changes to management.
- Conducts water balance audits and inspections at residential, industrial, commercial, and institutional facilities.
- Research and create templates, guidance documents, forms, presentations, and letters for water, wastewater, and stormwater related programs.

#### **Education and Outreach/Meetings/Stakeholder Engagement**

- Assists with the promotion and coordination of special events and open houses to support divisional programs and initiatives.
- Participates in the creation, organization, planning, and delivery of educational events.
- Works with area municipalities, businesses, associations, and other stakeholders to determine the best methods for reducing water consumption.
- Supports Divisional programs through communications and public relations.
- Deals quickly and thoroughly with inquiries, complaints, and service requests. Explains situations so that the public understands what the issues are and what is being done about them. Documents the process and outcome of all inquiries and complaints.
- Supports communications with residential, business, and industry representatives, contractors, engineers, utilities, other municipalities, County of Wellington, Grand River Conservation Authority, and government agencies.
- Represents the Township by attending meetings contributing water and wastewater information and maintaining records.

#### **Database Management/Assessment/Reporting**

- Data input, quality assurance, quality control, and administration of program related databases.
- Maintains program databases; enters and tracks data.
- Researches, creates, and maintains procedures and program resources for management approval. Develops templates, custom reports, forms and/or other tools.
- Prepares program reports for management (e.g., program participation levels, annual reports, tracking sheets, etc.).
- Provides assistance to the Manager in preparing annual water operating/ maintenance and capital budgets including cost estimating, needs analyses/justification, and options evaluation.
- Prepares documentation related to the Drinking Water Quality Management System as well as various reports, tender documents, and work orders in the Township's work order and asset management system.

### **Administrative/Corporate/Regulatory**

- Provide technical and operational support for work related to the Township's water and wastewater system infrastructure.
- Research and contribute information on water and wastewater system issues.
- Provides administrative support to Division during Ministry of the Environment Conservation and Parks inspections and other matters related to water and wastewater.
- Supports compliance programs with Ministry of the Environment Conservation and Parks legislation and regulations related to the Township's water and wastewater infrastructure.
- Monitors budget for incentive and water efficiency and protection programs.
- Oversees the work of contractors as related to conservation programs.
- Maintains program equipment and supplies in good working condition.
- Schedules site visits and appointments.
- Performs other related tasks that are assigned by the Manager of Environmental Services.
- Responsible, as an employee, for occupational health and safety practices.
- Flexibility and availability to respond to after-hours calls or inquiries, as required.

### **Minimum Qualifications and Requirements:**

- Successful completion of a Community College Diploma Program in Civil or Environmental Engineering, Environmental Science, or Applied Science Technology.
- Minimum of two (2) years related and relevant experience in a municipal, government, Conservation Authority, or private sector work environment. This work experience must include organizing and coordinating tasks and data.
- Experience in program management.
- Experience with data analysis and report writing.
- Customer service experience especially dealing with public inquiries and/or complaints.
- Demonstrated ability communicate with stakeholders through multiple media avenues.
- Knowledge of legislation and regulations that govern water and wastewater systems in Ontario.
- Working knowledge of hydraulics, chemistry, hydrology, and biology.
- Possesses knowledge and experience of the operation of municipal water supply systems.
- Ability to effectively communicate legislation with the public, team members, various agencies, and municipal staff.
- Experience in the support and delivery of communications, marketing, and digital campaigns, plans and/or strategies.
- Excellent and demonstrated organization, time management, research, administrative, and problem-solving skills.
- Excellent interpersonal skills with the ability to work alone and in a team environment.
- Demonstrated ability to manage priorities, workflow through teamwork and self-motivation.
- Familiarity and experience with Geographic Information Systems such as ArcGIS or use of online mapping tools.
- Proficient computer skills with knowledge and experience in Microsoft Office, Excel, PowerPoint, databases, and Adobe Creative (Photoshop).
- Ability to organize data and conduct analysis including basic statistical and GIS analysis.
- Knowledge of the Occupational Health & Safety Act. Applicable safety certificates and training.
- Flexibility to work the occasional evenings or weekends.
- Valid Class G Driver's License and maintain a clean drivers abstract.

**Annual Salary:** \$65,810 - \$76,988 (2022 salary range)

**How to Apply:** Township of Centre Wellington, 1 MacDonald Square, Elora, ON N0B 1S0  
via email to: [careers@centrewellington.ca](mailto:careers@centrewellington.ca)

**Deadline to Apply:** Friday, September 23, 2022, at 4:00 p.m.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at [www.centrewellington.ca](http://www.centrewellington.ca) and search the Job Opportunities link. Please submit your cover letter and resume in one document in .PDF format and indicate the position title in the subject line of email. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however only those candidates selected for an interview will be contacted. **No phone calls please.**

*Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.*