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Meeting Date: February 27, 2020
File No.:



**To:** Chair and Members  
Lambton Area Water Supply System Joint Board of Management

**From:** Clinton Harper  
General Manager

**Subject:** LAWSS Compliance Coordinator (new FTE at LAWSS)

## Recommendation

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"That the LAWSS Joint Board of Management **APPROVE** hiring a new employee at LAWSS within "Band 6" of the City of Sarnia's non-unionized rate scale."

## Background:

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The 2020 Budget proposal contained provision to hire a full time Compliance Coordinator at LAWSS. A Compliance Coordinator will assist the LAWSS General Manager in review, monitor and audit of the operation of the Lambton Area Water Supply System for compliance with regulatory and legal requirements, water quality control and assurance, compliance of the contract operator with the Service Agreement, and compliance with the system's Environmental Management System and ISO14001 standard. The Compliance Coordinator will also assist and coordinate preparing reports and public information on the performance of the Lambton Area Water Supply System.

## Summary of Duties:

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- Monitor and conduct reviews of the operation of the Lambton Area Water Supply System water treatment and transmission systems for compliance and conformance to best management practices, policy/procedure, contractual operational requirements, regulatory and legal requirements, develop Environmental Management Systems, and water quality management systems.
- Coordinate and conduct periodic (internal) audits of the Lambton Area Water Supply System for compliance and conformance to best management practices, policy/procedure, contractual operational requirements, regulatory and legal requirements, Environmental Management Systems (ISO14001), and water quality management systems.
- Participate or assist in the development and implementation of Environmental Management System programs and other management system programs.

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- Prepares reports and supporting documentation for water supply Joint Boards of Management and recommendations to General Manager for approval.
- Schedule, arrange, attend and chair meetings with members of LAWSS technical leads, contractors, individuals, utilities, and other external agencies and authorities to plan, coordinate and discuss projects, including public meetings and forums.
- Investigate complaints and inquiries and provide information and/or make recommendations on resolving problems.
- On-site investigation, providing technical expertise and resolution of water quality, operational and regulatory issues.
- Carry out field liaison with contractors, stakeholders, businesses and other non-member and member municipalities as a Lambton Area Water Supply System representative.
- Prepare "Requests for Proposals" for Consulting Engineers and professional consultants/contractors. Review and recommend submitted proposals for approval.
- Prepare in-house contract documents and provides resident site inspection as "City" Inspector.
- Administer capital works projects. Monitor the project for compliance with policy/procedure, and Safety Act and Regulations and take action appropriate to correct contraventions. Audit for conformance to policies and procedures.
- Review, assess for compliance and recommend acceptance of various technical studies, computer analyses, designs, drawings, applications and proposals submitted by consultants, contractors and others for approval by General Manager.
- Maintain and manage the LAWSS Geographical Information System.
- Assist in the creation, maintenance, modifications and dissemination of public information through the water supply website, media release, brochures, and documentation.

## Qualifications, Experience and necessary Skills/Abilities:

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- Three-year Community College Environmental Technology Diploma, or equivalent education and directly related work experience.
- Four years related experience
- Valid Driver's Licence - Class G
- Demonstrated proficiency in word processing, spreadsheets, databases, and various software.
- Working knowledge of Management Systems and Standards.
- Working knowledge of the Ontario Health and Safety Regulations for construction and inspection projects, and industrial establishments.

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- Working knowledge of provincial and federal water and related environmental regulations and standards Working knowledge of the Ontario Safe Drinking Water Act and regulations.

## Financial Implications:

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The approved 2020 Budget proposal contained provision to hire an additional full-time employee at LAWSS. The position is proposed to be within "Brand 6" of the City of Sarnia's non-unionized rate scale. Range is approx. \$71,000 - \$89,000 annual salary.

This report was prepared by Clinton Harper, LAWSS General Manager

Attachment(s):