

# The Municipality of West Perth Employment Opportunity

## **Environmental Services Coordinator – 12 Month Contract**

In Southwestern Ontario, West Perth is a thriving, caring community that offers diverse opportunities to live, work, and play. With a population of 9,000, the community features a strong agriculture sector with significant contributions from other sectors including manufacturing, retail and services. The fully serviced community of Mitchell is the main population center of West Perth and there are opportunities for rural living in nearby hamlets and villages.

The Environmental Services Coordinator supports the effective administration and compliance of the Municipality's Environmental Services operations including water, wastewater, landfill and solid waste/recycling operations. The Environmental Services Coordinator is responsible for providing administrative support, ensuring regulatory compliance, preparing reports, managing records, and supporting the delivery of services.

### **Responsibilities**

- Assist in providing responsible oversight and monitoring of the Municipality's water, wastewater, landfill and solid waste/recycling operations.
- Communicate and liaise regularly with various staff, service contractors, the Ministry of the Environment, Conservation and Parks (MECP) and other regulatory agencies and their inspectors, engineers, consultants, peers and public regarding Environmental Services procedures and operational matters.
- Conduct and file lab sampling, testing, inspections and rating reports from regulatory agencies.
- Monitor regulatory requirements applicable to Environmental Services and inform the Manager of Environmental Services of any changes, emerging compliance obligations, or non-compliance matters.
- Manage the Municipality's water meter program, including coordinating and performing monthly meter readings when required, and arranging water meter replacements.
- Liaise with the Finance Department for verifying water meter reads, final reads, delinquent accounts, and private property water services.
- Lead and maintain the Municipality's backflow prevention program, including updating and managing the database, coordinating and issuing annual testing notices and mailings, conducting public outreach, and supporting compliance monitoring and enforcement activities in accordance with municipal bylaws and regulatory requirements.
- Assist with the administration, maintenance, and updating of operational manuals, policy and procedures, operational records and operator training records for Environmental Services Department.

- Maintain and administer Megamation/CMMS work order database for Environmental Services by entering data, collating data and distributing reports.
- Act as the Drinking Water Quality Management System (DWQMS) internal auditor and administer records management duties in accordance with legislative requirements.
- Establish, implement, maintain, and monitor processes and procedures related to the DWQMS.
- Prepare and submit required MECP annual reports for water, wastewater, and landfill.
- Prepare reports and updates for Environmental Services Committee and Council on Environmental Services related activities, as required.
- Coordinate and supervise activities with service contractor providers as required.
- Administer water meter listing and inventory, along with communicating changes with the Finance Department.
- Provide due diligence (liability) checks of the Municipal Landfill within appropriate time periods and in accordance with appropriate standards and regulations.
- Perform other related duties as assigned by the Manager of Environmental Services or Director of Operations or any other duties as required by law.

## Qualifications

- Post secondary education in Environmental Studies/Sciences or a related field.
- Two years' experience in water, wastewater, landfill, solid waste/recycling or other Municipal Environmental Services.
- DWQMS Internal Auditing course is an asset.
- MECP Operator-in-Training license is an asset.
- Valid Ontario class G driver's license.
- Experience with programs and software such as SCADA, Keystone, Megamation, and BSI Online is an asset.

This is a full-time contract position for an upcoming vacancy from August 2026 to August 2027, working 40 hours per week. Hourly Pay Range: \$31.93 to \$39.91. The position is eligible to participate in the OMERS pension. For more information about West Perth, visit [www.westperth.com](http://www.westperth.com)

## Join the Team!

Interested individuals with these qualifications are encouraged to email a cover letter and resume referencing the job title in the subject line to Human Resources at [hr@westperth.com](mailto:hr@westperth.com)

**Deadline to Apply: 4:30pm on Monday, June 15, 2026**

We thank all applicants who apply, however, only those considered for an interview will be contacted. It is the policy of the Municipality that all persons considered for employment are required to provide the Municipality with a criminal record check by the police force responsible for the jurisdiction of their residence. The Municipality of West Perth is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, West Perth will provide accommodations to all applicants with disabilities throughout the recruitment, selection and/or assessment process. Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.