

The Municipality of West Perth Employment Opportunity

Manager of Environmental Services – Permanent, Full Time

Located 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 Municipality of West Perth is seeking qualified applicants for the position of Manager of Environmental Services to fill an existing vacancy. Reporting to the Director of Operations, the Manager of Environmental Services is responsible for the oversight and monitoring of the Municipality's daily operations of water, wastewater, landfill and solid waste/recycling operations. The Manager of Environmental Services must also ensure that all parameters, regulations and requirements of the Ministry of Environment, Conservation and Parks (MECP) are met by the Municipalities operating authorities.

Responsibilities

- Responsible for monitoring and performing maintenance on all infrastructures related to the operation of the Municipality's water and wastewater systems.
- Provides responsible oversight and monitoring of the Municipality's water, wastewater, landfill and solid waste/recycling daily operations.
- Communicates and liaises regularly with various staff, service contractors, the MECP and other regulatory agencies and their inspectors, engineers, consultants, peers and public regarding Environmental Services procedures and operational matters.
- Updates the Municipality on regulatory requirements, changes and other general information as required regarding Environmental Services functions.
- Ensures all proper accreditation and licensing requirements for the Municipality have been met.
- Maintains a database of certificates, permits and licenses, and their expiry dates.
- Reviews and coordinates amendments to certificates, permits and licenses as required.
- Ensures the Municipality is in compliance with Small and Large Drinking Water System regulations and directs staff on the maintenance, sampling and procedures for the systems.
- Prepares for and assists with MECP inspection processes as required.

- Ensures the Municipality is in compliance with Certificate of Approvals for Landfills.
- Receives, reviews, files and posts Municipal copies of lab sampling, testing, inspection and rating reports from regulatory agencies, as required.
- Completes required inspections of Municipal landfill sites within defined time periods and within defined parameters.
- Liaises with consultants to ensure that all required monitoring activities are carried out within defined time periods and in accordance with appropriate regulations.
- Documents and informs the Municipality any matters of non-compliance.
- Prepares reports and updates for Environmental Services Committee and Council on Environmental Services related activities.
- Coordinates Environmental Services Committee meetings and ensures that minutes are recorded and reported to Council.
- Coordinates Council approved maintenance and capital projects with service contractors and manages the procurement process for final approval by designated Municipal officials.
- Develops and manages budgets and capital assets for water, wastewater, landfill and solid waste/recycling operations.
- Continually examines, controls and executes functions of the annual budget in conjunction with the Director of Operations.
- Coordinates the completion of grant applications related to Environmental Services functions, as well as Waste Diversion Ontario (Resource Productivity and Recovery Authority), Stewardship Ontario and other solid waste/recycling reporting, in conjunction with appropriate Municipal officials and service contractors.
- Attends capital project preconstruction meetings along with the Director of Operations.
- Designated by the system owner (council) as the ORO (Overall Responsible Operator) with the authority to designate OIC (Operator-in-Charge).
- Responsible for the Drinking Water Quality Management System (DWQMS) and will act as the Municipality's Compliance Representative.
- General duties as assigned by the Director of Operations, or as required by law.

Qualifications

- Post Secondary Education (college/university) in Environmental Studies/Sciences, Environmental Engineering, or a related discipline
- Valid MECP Water Distribution and Supply Class 2
- Valid MECP Wastewater Treatment Class 3 and Collection Class 2
- Manager of Landfill Operations (MOLO)
- Transportation of Dangerous Goods
- Five years of experience dealing with water, wastewater, landfill, solid waste/recycling and/or other municipal environmental services.
- Current valid Class G driver's license

What Will Set You Apart

We're eager to learn about your personal attributes that will enhance our team in addition to your qualifications. We are seeking someone who:

- Has a strong understanding of provincial regulations including, but not limited to the Safe Drinking Water Act, the Environmental Protection Act and the Ontario Water Resources Act
- Has knowledge of current MECP water and wastewater regulations, MOL Health and Safety regulations, and the Ontario Health and Safety Act.
- Has strong analytical and critical inquiry/problem solving and reasoning skills

- Has excellent communication skills and the ability to deal effectively with the public.

This is a full-time position, working 40 hours per week. Hourly Pay Range: \$50.66 to \$63.32. This position includes health and dental benefits and OMERS pension. For more information about West Perth, visit www.westperth.com

Join the Team!

Interested individuals with these qualifications are encouraged to email a cover letter and resume to Human Resources at hr@westperth.com

Deadline to Apply: 9:00pm Sunday, March 22, 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.