

Supervisor, Compliance

Why Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Hybrid and flexible work arrangements;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

Position overview

We are currently hiring for the position of Supervisor, Compliance in the Environmental Services' department. This role will act as a subject matter expert in regulatory and legislative requirements associated with municipal water, wastewater and solid waste compliance. Reporting to the Manager, Compliance, Programs and Performance, the successful candidate will supervise a team dedicated to monitoring compliance, including the City's adherence to the Safe Drinking Water Act, Environmental Protection Act, Clean Water Act, Environmental Compliance Approval (ECA) and other applicable legislation.

Key duties and responsibilities

- Provide visible and positive leadership to staff, developing and nurturing a work environment that is inclusive, respectful and motivating.
- Responsible for the management, supervision and guidance of staff including hiring, training and evaluating performance.
- Responsible for the development, scheduling and updating of multi-year work plans, budgets and related reporting.

- Lead development and oversee departmental environmental compliance and management systems, keeping up to date on changes to legislation and provincial consultations, updates to the Drinking Water Quality Management System, and the management systems of solid waste (ISO 14001-2015) and wastewater (CSA-217-2025).
- Monitor, review, summarize and ensure compliance with applicable legislation, regulations and legal instruments that apply to municipal water, wastewater and solid waste operations, including support for the preparation of regulatory reports.
- Collaborate with the Environmental Services' management team to conduct internal audits, manage external audits, ministry inspections and review related reporting.
- Maintain positive working relationships with the Ministry of Environment, Conservation and Parks.
- Lead the formal response process to provincial levels of government related to emerging and changing compliance legislation.
- Lead continuous improvement, including process improvements and role clarification, and champion the development of a continuous improvement culture across the department.
- Lead the development and/or update of emergency and contingency protocols and procedures and oversee the execution of test exercises, identifying opportunities for improvement and documenting all compliance-related decisions.
- Draft and review Council reports, Briefing Notes and Memorandums, as required; present to Council on their role and responsibility as it applies to drinking water system, or other.
- Facilitate ECA amendments and consolidations with Ministries as required for the department.
- Work with corporate partners to deliver compliance and performance objectives, develops effective working relationships with all internal support departments.
- Perform other related duties as assigned.

Qualifications and requirements

- Completion of a post-secondary degree in Environmental Studies, Environmental Science, Engineering, Engineering Technologist or related discipline. Candidates with an equivalent combination of education and experience may be considered.
- Extensive experience in legislative and regulatory compliance related to solid waste, water and/or wastewater, preferably in an operational municipal setting.
- Knowledge of all applicable provincial and federal legislation and regulations pertaining to municipal water, wastewater and solid waste.
- Experience supervising staff or leading work teams, preferably in a unionized environment, with motivational and team building skills.
- Experience developing management systems and maintaining accreditation.
- Excellent communication skills, with strengths in written and oral communications with staff, contractors, external agencies and the general public.
- Excellent problem-solving techniques and the application of good judgment consistent with industry "best practices."
- Applied knowledge and experience leading continuous improvements, including root cause analysis, process improvement, and other improvements. Lean Six Sigma accreditations would be an asset.
- Excellent organizational skills with the ability to manage multiple priorities and timelines.
- Advanced computer skills in Microsoft Office (Word, Excel, Power Point, Outlook and Teams).
- Knowledge of budget preparation processes and control.
- A valid Class G driver's licence with a good driving record. Successful candidates will be required to provide a current driver's abstract prior to their start date to confirm their licence is held in good standing and that it has not been suspended or revoked under the Highway

Traffic Act (HTA) or Criminal Code of Canada in the last 5 years. The City of Guelph will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets the requirements.

Hours of work

35 hours per week Monday to Friday.

Pay/Salary

Non-union Grade: 7: \$105,560.00- \$131,950.00

How to apply

Qualified applicants are invited to apply using our **online** application system by **June 2, 2025**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered.

Please visit the job posting listed on our City of Guelph [careers page](#) and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.