



JOB POSTING COMPLIANCE COORDINATOR

Northern Waterworks Inc. provides premium water/wastewater operations to Municipal, First Nation, and corporate clients. We are a high growth company expanding rapidly throughout Ontario, now with divisions in Northwestern Ontario, Northeastern Ontario, and Southern Ontario.

The Compliance Coordinator helps ensure Northern Waterworks Incorporated (NWI) operates within compliance including all applicable acts, regulations, approvals, and orders, with a focus on drinking water and wastewater treatment systems. Reporting to the Compliance Manager, the Coordinator assists with the development and implementation of various policies and programs and with the maintenance of established Quality Management System policies and procedures.

Position: Compliance Coordinator

- Location Thunder Bay or within Northwestern Ontario
- Permanent Full Time
- 40-hour work week

Prerequisites:

- Minimum Grade 12 with post secondary diploma/degree an asset
- Hold or able to obtain Water and Wastewater Licences
- Hold a valid G Ontario Drivers License; ability to travel to assigned municipal projects
- Working knowledge of Safe Drinking Water Act, Occupational Health and Safety Act and legislative requirements for water and wastewater systems
- Knowledge and experience with Drinking Water Quality Management Systems (DWQMS)
- Knowledge of Water Treatment, Wastewater Treatment, Water Distribution/ Supply, and Wastewater Collection
- Experience with SCADA systems

Responsibilities:

- Routine audits of logbooks and other recordkeeping mechanisms
- Submissions of operational reports and regulatory reports
- Assist in the completion of regulatory forms (AWQI, customer complaints, environmental incident reports, watermain repair records)
- Facilitate safety meetings, emergency response training and testing sessions
- Act as a QMS Representative
- Develop and assist with various programs, policies and procedures
- Assist with the maintenance of Quality Management System including audit processes, risk assessments and management reviews
- Assist Operations Managers with routine Ministry inspections
- Assume the responsibilities of an Operator, Operator in Charge and/or Overall Responsible Operator when needed
- Assist with maintaining operator certification and licensing

Attributes:

- Excellent communication skills both verbal and written
- Proficiency in virtual collaboration tools for remote work
- Capable of working in fast pace work environment
- Proficient in balancing multiple projects while maintaining attention to detail.
- Skilled in Office 365 with advanced proficiency in Excel
- Ability to quickly learn and adapt to new software programs

Working Conditions:

- Frequent use of computer systems and software
- Lifting up to 50lbs
- Driving long distances, when required
- Environmental Conditions: Outside/Inside

We are an equal opportunity employer.

Resumes stating qualifications and work experience related to the selection criteria shall be submitted to Human Resources via email to hr@nwi.ca quoting the position noted above.

- Posting Date: June 9th, 2025
- Closing Date: July 4th, 2025