

The Town of Perth is currently recruiting for a  
**Compliance Coordinator**



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**Posting Date:** January 9, 2025  
**Closing Date:** January 30, 2025  
**Salary Range:** \$34.97 - \$39.92 per hour  
**Hours of Work:** 40  
**Classification:** Union - Pay Panel E  
**Status:** Full-time Permanent

## The Town:

At the Town of Perth, we offer exciting employment opportunities in a workplace that values diversity, collaboration, and community engagement. Working with us means being part of a team that makes a real difference in the lives of our residents. Whether you're starting your career or looking for new challenges, we can't wait for you to join us!

## The Opportunity:

The Compliance Coordinator provides legislative and regulatory oversight to the Director of Environmental Services to ensure legislative compliance for the Town, with a focus in Environmental Services.

The Compliance Coordinator is responsible for assisting internal Managers and other departments. The focus of the role is ensuring public safety by meeting regulatory and legislative requirements in a municipal environment.

### What you will do:

- Ongoing reviews and updates to ensure continued compliance with legislative requirements of municipal policies, by-laws, procedures and standards relating to Utilities, Waste Management, and Surface Operations.
- Maintenance of regular and open lines of communication with regulatory agencies to monitor and report changes in legislative requirements to the Director of Environmental Services.

To view the complete job description, please contact Human Resources at <mailto:payroll@perth.ca>.

### What you will need:

#### Education:

- University Degree in Science or Engineering or College Diploma from a three (3) year program in Civil or Environmental studies.

*The Town of Perth is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals. Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the [Human Resources Administrator](#) as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the [Human Resources Administrator](#).*

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# Compliance Coordinator



- Possess or ability to achieve a valid Operator Certificate(s) for a minimum Water Treatment Class 1 and Wastewater Treatment Class I.
- Minimum three (3) years of related experience in a Water and Wastewater Systems operation environment or equivalent experience.

### *Skills And Abilities:*

- Sound knowledge and understanding of key legislation including the Environmental Protection Act, Clean Water Act, Safe Drinking Water Act, Ontario Water Resources Act, Occupational Health and Safety Act, Minimum Maintenance Standards, and other related legislation.
- Experience with Microsoft Office programs particularly Word, Excel, PowerPoint, and Outlook and other software as needed.
- Knowledge and training in Quality Management Systems.
- Knowledge of municipal operations is considered an asset.
- Excellent organization and problem-solving skills with the ability to manage multiple tasks and priorities in a demanding environment.
- Team player with excellent interpersonal skills.

### **What we are offering:**

The Town of Perth is proud to offer the following benefits with this job:

- Medical and dental coverage
- Vision care
- Mental health coverage
- Wellness promotion account
- OMERS membership
- Paid vacation leave
- Paid sick/personal leave

### **The Next Step:**

If you have the necessary skills, experience, and qualifications, and you can support our core values, we invite you to submit your application using the apply now link below.

[APPLY NOW](#) or visit our [Employment page](#) for other opportunities.

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