



Compliance Coordinator

The Opportunity

The Town of Grimsby is committed to building a future that welcomes innovative new ideas while protecting and preserving its distinct heritage. It is a place where leaders are committed to sustainability and honouring Grimsby's treasured natural setting. Grimsby has become a sought-after community where residents enjoy waterfront living, historic neighbourhoods, active living, and world class natural amenities. It is conveniently located in the Greater Toronto and Hamilton Area (GTHA) in a region that is home to Niagara wineries, agriculture, cuisine, and internationally recognized attractions.

The Portfolio

Reporting to the Manager of Operations & Compliance and working under the guidance of the Environmental Health and Safety Compliance Advisor, the Compliance Coordinator plays a key role in supporting the implementation of the Town's regulatory compliance programs, policies, and systems. This position ensures legislative compliance across the Public Works Department and the organization while overseeing data management, analysis, and reporting to drive continuous improvement. Additionally, the Compliance Coordinator supports the administration and implementation of the Town's corporate Health and Safety Program, promoting a safe and compliant workplace for all employees.

The Candidate

Candidates for this position should have a degree or diploma in Engineering, Environmental Technology, Quality Management, or a related field. They should also hold a recognized professional designation, such as Certified Engineering Technologist (C.E.T.), Environmental Technologist (EMT), Certified Canadian Registered Safety Professional (CRSP), or an equivalent certification.

A minimum of three (3) years of relevant experience in regulatory compliance programs, preferably within a municipal environment, is required. Experience applying health and safety procedures and administering OHSA guidelines.

Duties and Responsibilities

- **Compliance Management Systems:** Coordinate the implementation and ongoing maintenance of compliance frameworks, including the Drinking Water Quality Management System, Roads Quality Management System, and Occupational Health and Safety Program, ensuring they remain up to date and fully compliant.

- **Audits and Inspections:** Coordinate and participate in audits and inspections, working closely with auditors, regulatory agencies, and staff to maintain compliance with all applicable legislation.
- **Staff Training and Licensing:** Monitor employee certifications, training hours, and licensing requirements to ensure regulatory compliance. Facilitate training programs and assist with the renewal of professional certifications as needed.
- **Deficiency Reporting and Follow-Up:** Identify operational deficiencies, prepare detailed reports, and collaborate with staff to implement timely corrective actions.
- **Fleet Compliance:** Ensure fleet documentation is current and that all vehicles adhere to regulatory requirements under the Highway Traffic Act and Town policies. Oversee driver hours of service, daily logs, vehicle inspections, and CVOR (Commercial Vehicle Operator's Registration) documentation.
- **Health and Safety Program:** Support the development, implementation, and management of the Town's corporate health and safety program, ensuring compliance with OSHA and related legislation. Conduct workplace inspections, investigate incidents, track compliance, and implement risk mitigation measures. Coordinate training programs, maintain emergency response plans, support the Joint Health and Safety Committee (JHSC), and promote a proactive safety culture through awareness initiatives.
- **Record and Document Management:** Maintain comprehensive, accurate records for all compliance, quality control, and health and safety programs, ensuring adherence to legal and regulatory standards.
- **Cross-Departmental Collaboration:** Work closely with various departments and stakeholders to address compliance issues and enhance operational efficiency.
- **Special Projects and Initiatives:** Lead or contribute to projects aimed at strengthening compliance systems, quality management, and health and safety protocols.

Working for the Town of Grimsby

The Town of Grimsby offers candidates for this position a competitive employment package that includes a salary range between **\$69,968 and \$85,126** and a comprehensive benefits plan.

The Town supports the health and wellness of our employees; a commitment that is demonstrated through free access to Town recreation facilities for employees and flexible working arrangements.

Employee Perks

At the Town of Grimsby, we invest in our people and provide a workplace that fosters growth, well-being, and work-life balance. Employees enjoy:

- ☒ **FREE** access to recreation facilities, including the fitness center
- ☒ Three personal float days for flexibility and work-life balance
- ☒ Industry-leading employee benefits, including health, dental, and wellness support
- ☒ An enhanced corporate training and career development program to support lifelong learning
- ☒ A collaborative and inclusive work environment that values innovation and service excellence
- ☒ Opportunities to engage with the community and make a meaningful impact
- ☒ Employee recognition programs that celebrate achievements and contributions
- ☒ Pension plan to support long-term financial security

How to Apply

If you are excited by this opportunity, we are excited to hear from you!

We invite you to submit your application to hr@grimsby.ca by **April 24, 2025, at 4:30 PM**. Please quote the posting number in the subject line. A full job description can be found below.

Posting #: 30-2025

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Consistent with our values and corporate culture, the Town of Grimsby is an equal opportunity employer committed to providing an inclusive, barrier-free recruitment and selection experience, and work environment. The Town of Grimsby will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process up to the point of undue hardship. If you require accommodations, please contact Human Resources (hr@grimsby.ca) to make appropriate arrangements.

The Town of Grimsby may use AI (Artificial Intelligence) in the recruitment process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

Be advised that the Town of Grimsby's Human Resources department frequently audits resumes of internal and external applicants to validate the accuracy and trustworthiness of information provided. Falsification of information provided at any time throughout the recruitment process may result in disqualification. Internal applicants may be subject to discipline up to and including termination.