



P.O. Box 99
Coe Hill, ON K0L 1P0
Tel: 613.337.5731
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Email:wollaston@bellnet.ca

WOLLASTON TOWNSHIP

Job description updated 2013

Environmental and Safety Services Manager: Dylinna Brock

Waste Site

Prepare and operate within annual budget
Operate within the Ministry of Environment's Environmental Compliance Approval
Submit quarterly reports to Council or as requested
Oversee operational requirements at the site
Enforce municipal waste management By-law
Ensure a safe work environment for staff and members of the public
OTS quarterly reporting (Ontario Tire Stewardship)
WDO annual data call reporting (Waste Diversion Ontario)
Review annual monitoring report
Liaison with environmental consultant
Liaison with the Ministry of the Environment
Attend Multi – Municipal waste committee and sub-committee meetings
Attend Area Waste management Manager's Meeting when feasible
Participate in other Association Meetings as required
Develop and implement an environmental sustainable plan for continuous operations of the site.
Organize and oversee the removal of materials from the site
Financial accountability for revenues generated at the waste site
Investigate and implement appropriate diversion programs
Responsible for supervision of other waste site staff
Provide educational instruction for staff and members of the public
Investigate and oversee applicable funding opportunities
Work scheduled shifts at the waste site performing all duties as required

Additional Duties and Responsibilities Assigned

Inspector/ Chief Building Official / Sewage Systems

To administer the Wollaston Township Septic Re-inspection Program annually from May to November.
Maintain a data base of all inspections completed. Update property files accordingly.
Work within the requirements of the Ontario Building Code and complete any required training or re certifications.



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CEMC (Community Emergency Management Coordinator) Primary

Keep up to date regarding requirements of the Emergency Management and Civil Protection Act

Administer our Emergency Plan as per Ontario regulation 380/04

To include but not limited to the following:

- Organize annual review with the Committee
- Organize training programs for our control group members
- Develop and implement a Community educational awareness program
- Liaison with Emergency Management Ontario
- Liaison with the County of Hastings Emergency Planning Coordinator
- Complete the annual compliance audit
- Complete any required training or re-certifications.
- Provide consulting services to other Contracted Municipalities

Health and Safety Representative (certified)

To include but not limited to the following:

- Keep updated on legislated changes or requirements as per the Ontario Health and Safety Act and Regulations
- Implement policies and procedures as required for all departments
- Provide annual review of policies and procedures
- Monthly work place inspections
- Organize staff training as required
- Provide annual WHMIS review
- Investigate any concerns or complaints from staff
- Liaison with the Ministry of Labour
- Complete any training that is required to keep Certification status

Workplace Violence and Harassment Coordinator

- Complete and update risk assessments as required
- Complete annual review of policies and procedures pertaining to Workplace violence and harassment
- Investigate any complaints and recommend required action as per policies and procedures



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Civic Address Coordinator

Investigate any civic address complaints
Determine new civic address numbers as per requests
Liaison with Roads Supervisor in regards to entrance permits
Record and submit new addresses to MPAC
Liaison with the County of Hastings as required
Over see proper installation of signage

Assistant to the Parks and Recreation Coordinator

Duties to include but not limited to:

Changing of banners

Administration Assistant

Duties as required when requested to include but not limited to:

Assist in review and update of By-laws and Policies
Cover administration vacancies during vacation, council meetings, etc.
Have general knowledge of daily operations of the Municipality
Assist with annual tax mailings
Assist with other administrative duties as required

Human Resource Management

Duties as required but not limited to:

Liaison with all departments as required to investigate employee or employer concerns
General knowledge of the Employment Standards Act
General knowledge of the Union Agreement
General knowledge of the Municipal Human Resources policy
Provide open communications for conflict resolutions
Recommend and source staff training when required