



## **Employment Opportunity**

### **Manager of Environmental Services (Water/Wastewater) - (Permanent - Full time)**

The Township of Cramahe is in the heart of Northumberland County, just an hour's drive east of Toronto on the north shore of Lake Ontario. The picturesque villages of Colborne and Castleton are the historic and cultural centers of Cramahe. These communities offer residents and visitors the opportunity to share rolling farmlands, heritage buildings, and the natural beauty of Apple Country. We are a population of over 6,000 and growing.

Reporting directly to the CAO (or designate), the Manager of Environmental Services is responsible for project management, contract administration, and providing excellent technical and engineering expertise. The successful candidate will plan, design and construct multidisciplinary projects including portable water, sanitary and storm sewer services, and have excellent knowledge of complex infrastructure systems.

#### **Qualifications:**

- Post Secondary Education in Engineering Technology/ Civil Engineering, or equivalent experience
- Minimum three (3) years demonstrated experience in design and construction of municipal infrastructure, management of complex civil engineering projects and general organizational administrative duties
- Minimum of three (3) years of engineering project management and progressive supervisory and leadership experience.
- Certified and eligible to act as Overall Responsible Operator (ORO) for water and wastewater systems
- Valid Wastewater Treatment System Certificate of Competence Class II
- Water Distribution System and Supply Subsystem Certificate of Competence Class III and valid Wastewater Collection System Certificate of Competence Class II
- Water/Wastewater experience including OIT-ORO
- Responsible for all reporting requirements of in the ECA including OIT-ORO
- Excellent knowledge of the following:
  - Municipal infrastructure, including design, construction, environmental remediation and engineering
  - Complex infrastructure systems (such as structures, culverts, retaining walls, pavement systems, traffic control and safety systems etc.)
  - Principles of hydrology, hydraulics, the strength of materials and surveying techniques
  - Occupational Health and Safety Act, Construction Lien Act, Environmental Protection Act, Environmental Assessment Act, Ontario Provincial Standards, Canadian Standards, Ministry of the Environment guidelines, Canadian Highway Bridge Design Code, contract law and other legislation
- Proficient in Microsoft Office, AutoCAD or GIS, Statistical database management, and Supervisory Control and Data Acquisition System (SCADA)
- Excellent written and verbal communication skills, including courtesy, tact, discretion, explanation, judgment, negotiation, presentation skills, records maintenance and writing of reports/correspondence



- Ability to act with patience, diplomacy, discretion and confidentiality

### **Duties:**

- Directs the activities of all direct reports to ensure the timely achievement of departmental and organizational goals, within prescribed policies, procedures and standard business practices
- Oversees wastewater and collection system operations including planning and coordinating data collection activities, sanitary flow monitoring, sanitary inflow and infiltration investigations, allocation of capacity
- Administers and manages the operations and staff of all systems in accordance with Policy and Procedures, Collective Agreement, Certificates of Approvals, Licensing, Permits, Provincial Orders, Acts and Regulations, Drinking Water Quality Management System, Standards and best practices
- Liaisons with internal and external departments and services and oversee any and all operating authority service delivery contracts and ensuring components of contracts are being adhered to
- Involved in engineering investigations and studies, engineering surveys, and Municipal Class Environmental Assessment studies for various municipal projects.
- Oversees the water distribution plant and the contracted Overall Responsible Operator (ORO, or Alternate ORO) for both the water treatment, storage and distribution subsystems and the wastewater treatment and collection subsystems
- Provides oversight, direction and guidance for the administration, operation and maintenance of these systems, with contractors and associated facilities in accordance with the Ministry of Environment, Conservation and Parks (MECP) regulations and legislation
- Consults and negotiates with clients, members of Council and other stakeholders including external agencies with respect to proposed municipal capital projects
- Participates with other departments in the review, and approval of development applications as it related to all water and wastewater matters, including reviewing engineering services, drawings, studies, permits, financial impacts, and reports
- Site inspections required in relation to Municipal consents
- Review and approval of operations and maintenance procedures, work methods and standards for the municipal drains and storm drains; monitoring of operating performance against procedures/standards with initiation of corrective action as required
- Responsible for emergency management for the Water and Wastewater systems through the preparation of emergency response plans. As a member of the Emergency Operations Control Group, the Manager fulfils the responsibility assigned to them in accordance with the Municipal Emergency Plan
- Works with the Finance Department to establish and maintain an infrastructure asset management program and database to categorize and prioritize construction and repairs
- Responsible for preparation, monitoring and management of annual Environmental Services operating and capital budgets
- Negotiates, prepares and monitors short- and long-term contracts with other municipalities, government agencies, land developers and private companies
- Other related duties, as requested and required



Detailed job description can be found at: <https://www.cramahe.ca/en/municipal-government/careers.aspx>

The position's starting salary range is between \$87,112 - \$114,632 per year, complemented by a generous benefits package and enrollment in the OMERS pension plan.

The successful candidate will be required to provide a satisfactory Criminal Reference Check and hold a Class "G" Driver's License.

Qualified candidates are invited to submit a covering letter and detailed resume clearly marked **"Environmental Manager"** prior to 5:00 pm, December 18, 2025, to the attention of:

Sara Castellano  
Human Resources and Payroll Coordinator  
The Township of Cramahe  
1 Toronto Street P.O. Box 357  
Colborne, Ontario K0K 1S0  
Or email: [hr@cramahe.ca](mailto:hr@cramahe.ca)

*The Township of Cramahe is committed to providing accommodations for persons with disabilities. Please let us know if you require accommodation. Personal information and any supporting material are obtained and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection.*

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