



The Organization

The Atlantic First Nations Water Authority (AFNWA) represents progress, innovation, and a long-term solution for water and wastewater issues that affect Atlantic First Nations communities. Incorporated on July 18, 2018 as a non-profit organization under the Canada Not-for-profit Corporations Act, the AFNWA is a ground-breaking First Nation owned organization that will provide water and wastewater services to participating communities. This approach will ensure a culturally appropriate, service oriented, and technically strong First Nations water utility which will own, operate, and maintain water and wastewater systems on their reserves.

As of April 2020, fifteen (15) First Nations communities have confirmed their commitment to the AFNWA by signing Band Council Resolutions (BCRs) indicating their desire to formally participate. These communities, located within Nova Scotia, New Brunswick and Prince Edward Island represent 61% of the total Atlantic First Nations by population. An additional seven (7) Atlantic First Nations communities have declared their interest, with others in the region being potential candidates. Using a scalable delivery model, the AFNWA governance and organizational structure shows promise for a model which can be utilized by other First Nation communities across Canada.

The management structure of the AFNWA is aligned to deliver full water and wastewater services for First Nation communities with a central main office and decentralized approach to operations. This model reflects current best practice for service delivery to First Nation communities in Canada. It incorporates a hub and spoke approach to operations for optimal service delivery and to foster a deeper relationship with the communities served by the utility.



Atlantic First Nations Water Authority (AFNWA) Position Description

Position: **Regulatory Compliance Coordinator**

Department: Operations

Primary Function: Reporting to the Manager of Operations, the Regulatory Compliance Coordinator is responsible to coordinate activities in relation to water and wastewater quality sampling, analysis and a variety of regulated and corporate reporting requirements.

You will be responsible for your personal safety and that of your co-workers by observing all Occupational Health and Safety Rules and Regulations and AFNWA's Occupational Health and Safety Program Manual.

Duties and Responsibilities:

1. Organize, and coordinate day-to-day activities of staff to ensure delivery of the Compliance Sampling & Reporting Program, in accordance with regulatory and corporate requirements.
2. Develop, implement, and keep current, systems, policies and procedures to ensure the Compliance Sampling & Reporting Program operates and interacts efficiently with Regulators and other AFNWA departments as required.
3. Design, coordinate and improve field programs and provide staff training to meet corporate priorities, goals, and objectives.
4. Review verbal, written and email correspondence/requests to and from Regulators and AFNWA departments, and develop responses.
5. Participate in the preparation of budgets, and track and control ongoing financial activities within established budget constraints. Approve purchases and invoices.
6. Provide analytical, regulatory, and technical support and services to other AFNWA departments, and make recommendations as required.
7. Track compliance related requests, notifications, reports and responses as required in operating permits, approvals, regulatory directives, and other related processes.

8. Coordinate and participate in the renewal of operating permits, approvals, management plans, procedure manuals and similar documents.
9. Coordinate and participate in the preparation of annual reports, quarterly reports, Board reports, and other reports as may be required from time-to-time.
10. Liaise with engineering staff, water and wastewater operations staff, First Nation community representatives, and provincial and federal regulatory staff as required.
11. Maintain working knowledge of current and proposed federal, provincial, and municipal drinking water and wastewater effluent quality regulations, issues, and technical advances, and assess compliance with regulations.
12. Regularly review the performance of AFNWA treatment facilities and systems through data review and discussions with engineering and operations staff.
13. Receive and review internal and external requests via email, telephone, or other means, prioritize and distribute to others in AFNWA for investigation and response.
14. Performs other related duties as may be assigned.

Reporting Relationships:

Reports to: Manager of Operations

Supervises: N/A

Minimum Qualifications:

Education: A Technical Diploma in Engineering Sciences, Environmental or Water Resources.

Experience: Minimum five years' experience with municipal water and wastewater services, wastewater and/or water treatment; wastewater or water quality management experience and/or investigating and recommending solutions to address operational issues. Experience working in First Nation communities would be considered an asset, especially in Atlantic Canada.

Certificates: Must have a valid drivers' license.

Must be willing to undertake and maintain the following safety training:

- First Aid
- Globally Harmonized System (GHS) (Formerly WHMIS)
- Additional safety training as identified based on legislative and operational requirements.

Other Knowledge, Skills and Abilities:

1. Knowledge of biology, microbiology, organic and inorganic chemistry.
2. Knowledge of mathematical and statistical principles.
3. Familiarity with water treatment and distribution systems, wastewater collection and treatment systems.
4. Knowledge of watershed management.
5. Understanding of basic budgetary principles.
6. Familiarity with federal and provincial safety, health, and environmental regulations and requirements.
7. Excellent oral and written communication skills.
8. Experience managing projects and programs requiring attention to detail and meeting deadlines.
9. Good working knowledge of computer software, hardware and web applications as required (eg., WaterTrax).
10. Fluency in Mi'kmaq or Wolastoqiyik language would be considered an asset.

Applications can be emailed to HR@AFNWA.CA. This posting will close on June 18, 2021.