

Job Title: Project Manager III - Regulatory Compliance

Halton Region is committed to fostering a diverse, inclusive, and equitable workplace that reflects the communities we serve. We value, welcome and respect the unique perspectives and contributions of all individuals. We encourage applications from Indigenous Peoples (First Nation, Métis, Inuit), Black and racialized persons, persons with disabilities, women, and members of the 2SLGBTQ+ community. Accommodations are available at any point upon request for candidates participating in the selection process.

If you are looking for a role where you can lead a team towards the delivery of municipal infrastructure projects for the residents of Halton, we want to hear from you. Over the next 10 years, the Region will be investing over \$5 billion in transportation, water and wastewater infrastructure. We are committed to delivering high quality infrastructure for the residents, businesses and visitors to Halton Region, and are looking for dedicated, forward thinking and enthusiastic individuals to join our Public Works team!

As an employer of choice, Halton Region recognizes the many benefits of hybrid work arrangements, including flexibility and improved work-life balance for our employees. This position is eligible for the Hybrid Work Program, with a minimum requirement of three (3) days per week onsite.

Posting ID: 5033

Department: Public Works

Division: Office of the Commissioner

Pay Range: \$108,518 - \$135,654

Job Type: Contract > 1 Year

Contract Duration: 18 months

Hours of Work: 35 hours per week

Work Location: Halton Regional Centre - 1151 Bronte Road, Oakville (Office of the Chair)

Employee Group: MMSG

Vacancy Status: This posting is for an existing vacancy

Posting Date: March 10, 2026

Application Deadline: March 31, 2026

Please be advised that the results of this competition may be used to fill subsequent vacancies of the same position within the next 18 months.

If this position becomes eligible to be filled permanently, the successful candidate from this competition may be appointed to the role

If you're enthusiastic about the opportunity to work with Halton Region but don't meet every qualification listed, we still encourage you to apply! This position may be eligible for an underfill opportunity for candidates who do not meet every qualification. We're always on the lookout for exceptional talent to join our team!

Job Summary

Reporting to the Senior Project Advisor, this position leads projects related to maintaining compliance and management systems including the Drinking Water Quality Management System (DWQMS) and QUEST which is an integrated management system (quality, environmental, health and safety). This position supports compliance and processes relevant to Public Works

Department services (i.e. water treatment/distribution, wastewater treatment/collection, waste management/collection, road operations, engineering and construction and maintenance).

Duties & Responsibilities

- Responsible for the overall performance, compliance, and continuous improvement of the Drinking Water Quality Management System, ensuring adherence to regulatory standards
- Interprets, reviews, and coordinates comments to regulatory bodies on environmental legislation and develops strategies to ensure compliance with applicable legislative regulations and approvals.
- Leads external and internal audits, including management of audit teams and audit documentation.
- Provides technical compliance-related expertise, guidance, and support across the department.
- Implements comprehensive compliance strategies to ensure ongoing adherence to relevant acts and regulations.
- Assists Operational groups in providing documentation and data that are updated regularly to reflect current operational practices.
- Reviews, monitors, coordinates, and ensures standardization across facilities for all legislation and legal instruments (e.g., ECAs, Water Licences and Permits).
- Coordinates amendments to ensure that appropriate staff have been able to comment on changes, a timely response is adhered to, and content accuracy is maintained.
- Liaises with Ministry of Environment, Conservation and Parks inspectors and officials pertaining to facility inspections and reporting.
- Provides guidance and support for the provincial and federal approvals process for Public Works services.
- Leads multiple projects related to environmental compliance initiatives.
- Develops procedures and work instructions and supports the mapping and development of environmental compliance processes.
- Develops and delivers various training and informational presentations.
- Performs other duties as required

Skills & Qualifications

Essential

- Degree or diploma in engineering, environmental science, or other related program.
- Professional Engineer (P.Eng), Certified Engineering Technologist (CET), Project Management (PMP), Environmental Professional (EP), auditor or lead auditor accreditations
- At least 7 to 10 years of progressive experience in environmental compliance or quality management systems.
- An in-depth knowledge of Federal and Provincial acts and regulations relating to Public Works Department services (i.e. Ontario Safe Drinking Water Act, Ontario Water Resources Act, Environmental Protection Act, etc.).
- Auditor training and experience, along with knowledge of process mapping and continual improvement.
- Demonstrated project management, planning, organization, analytical, decision-making, and problem-solving skills.
- Excellence in customer service for responding effectively to Ministry issues and stakeholders.
- Proficiency in Microsoft Office applications (i.e., Word and Excel), effective communication, problem resolution, and interpersonal skills is required to excel in this collaborative work environment.
- Knowledge of Visio and management system software (e.g., Intelex)
- Must be self-motivated and possess excellent communication (written and verbal) and presentation skills.

- An ability to work cooperatively in a team environment to motivate and solve issues with various stakeholders in operations, management, and external approval agencies.

Working/ Employment Conditions

Working Conditions

- Travel will be required; incumbent must supply their own transportation.

Important information about your application:

- In accordance with requirements in Ontario Regulation 191/11 – Integrated Accessibility Standards and the Ontario Human Rights Code, Halton Region will accommodate the needs of individuals with disabilities throughout the recruitment process. If you require accommodation at any stage of the recruitment process, please inform the Talent Acquisition representative of the nature of the accommodation(s) you require.
- Please submit your application online. We will accommodate individual needs for applicants with disabilities and others who are not able to apply online. If you experience any issues with submitting your application, please contact HR Access at 905-825-6000 extension 7700.
- Applications will be accepted until 11:59 p.m. on the deadline date specified on the posting.
- We encourage applications from all qualified individuals; however, only those under consideration will be contacted.
- Personal information collected through the job application process will only be used for the purpose of determining qualifications for employment.
- If selected for an interview, you will be contacted by email and/or phone. Please ensure the contact information provided on your resume is up to date and that you check your email and voicemail regularly.

Halton Region serves more than 624,000 residents throughout Burlington, Halton Hills, Milton and Oakville. We are committed to the delivery of high quality programs and services that make Halton a great place to live and work. We engage great people who contribute to meaningful work that makes a positive difference in our community. At Halton, you are encouraged to grow and succeed in your career and are recognized for your accomplishments and contributions. As an employee, you will be part of a progressive, service focused and award winning employer with a diverse and inclusive work environment.

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