

Compliance Officer



This opportunity is simple: we're inviting you to bring your skill and talent to our organization through the role of ***Compliance Officer!***

We're looking for a dynamic individual ready to contribute to our vision of being a community of communities where all people belong. We're excited about this role and the opportunity it presents for the successful applicants, our organization and our community.

Reporting to the Manager of Environmental Services, the Compliance Officer performs and oversees lab duties for the Municipality of the County of Kings water utilities, wastewater treatment plants, monitoring wells, rivers, sludge and screening and is also responsible for reporting to the various levels of government on water and wastewater compliance.

Statement of Intent: Our goal is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. We encourage applications from Indigenous People, Persons of African Descent, Black/African Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically excluded communities. While we recognize the inherent difficulty of doing so, members of equity seeking communities are encouraged to self-identify in their cover letter or your resume.

Primary Responsibilities

- Monitor and advise Engineering & Public Works (EPW) staff of changes to environmental or health and safety regulations and provide necessary training.
- Assist with creating and maintaining all EPW work procedures and maintaining the Health & Safety Manuals.
- Inspections of all water and sewage treatment facilities, operations shop and lift stations.
- Conduct Hazard Assessments.
- Assist in the investigation of Health & Safety incidents.
- Assist with preparation of applications to NS Environment (NSE) for Approvals to Construct, Approvals to Amend and renewal of current Operating Approvals for Municipal Infrastructure and prepare and submit reports to NSE.
- Investigate environmental incidents and prepare written report to NSE, Environment Canada, EPW Director, and applicable manager(s) the results.
- Create and maintain operational SOP's and manuals.
- Conduct reviews of water utility monitoring plans, updating to meet current legislation and submitting to NSE for approval.
- As required, assist with preparation of annual operating/capital budgets

Candidate Profile

Education and Experience

- Degree or Diploma in Environmental Science, or equivalent combination of training, education and experience.
- 5 years regulatory experience.
- Experience related to municipal water and/or wastewater operations would be considered an asset

Knowledge, Skills, Abilities

- Superior organizational, analytical, research, problem solving and decision-making skills.
- Ability to work well under pressure.
- Strong communication skills.
- Self-motivated with the ability to maintain a high-performance level when working independently.
- Strong work ethic and positive team attitude.

Compensation & Benefits

This is a full-time unionized position. Compensation includes a competitive salary and a benefits plan, including a pension plan (8% employer & 8% employee match)! Salary will be Level 8 (\$36.84/hr - \$43.94/hr) of the Municipal Pay Band. Hours of work will be Monday to Friday 8:30am to 4:30pm (35 hours per week). Some weekend and evening hours may be required.

For a detailed job description please click [here](#).

Extra Details

The Municipality of the County of Kings is a community of communities, both urban and rural, offering an exceptional lifestyle to residents. With a population of more than 60,000, the Kings Region offers full-service amenities you'd typically find in more urban environments in quaint small towns with vast rural landscapes and amazing vistas.

Learn more about our region, our organization and our commitment to Equity and Diversity [here](#).

How to apply

Send us your resume and cover letter merged in a single PDF with the position title in the email subject line. Help us understand how your talent and experience will help us achieve our vision, mission and goals. Don't be afraid to be personal! We are excited to get to know you.

Send your complete application package to Cathy Nichols, Human Resources Manager at workhere@countyofkings.ca by **4:30pm Friday September 19, 2025**

In order to provide an equitable experience for all candidates, the Municipality is happy to offer accommodation, adjustments and changes throughout our recruitment process. Persons who anticipate needing accommodations for any part of the recruitment process may contact, in confidence, workhere@countyofkings.ca.

We thank all applicants for their time and effort in applying; however, only applicants selected for an interview will be contacted.

