



Crofters Food Ltd.  
470 Oastler Park Drive, Seguin, ON P2A 2W8

Crofters is growing and we are seeking an energetic, reliable & flexible team player to join our Team. Here's your chance to join a highly skilled team of professionals at one of North America's pioneering brands in the organic food movement! Crofters Food Ltd, known in the grocery aisles as Crofters Organic Fruit Spreads, is the leading manufacturer of organic jams, jellies and fruit spreads in North America. Headquartered in picturesque Parry Sound, Ontario, about two hours north of Toronto, we manufacture a vast array of fruit-based spreads sold in stores across Canada, the United States, and select international markets. From the way we source our fruit, to the way we carefully manufacture our products using forward-thinking sustainable processing techniques, to our innovative, health-conscious formulations, every aspect of our operations receives the care and attention they deserve. A small but mighty team, with the support of a US based private equity firm, join us as we look to aggressively scale our business on our mission to become one of the leading organic food brands in North America.

#### **Position Overview: Water Quality & Wastewater Manager**

The Water Quality and Wastewater Manager is responsible for overseeing the management, operation, and optimization of the company's water quality and wastewater treatment systems. This role ensures compliance with environmental regulations, maintains water safety standards, and supports the company's sustainability initiatives. The manager will work closely with various departments to ensure the efficient and effective operation of water systems, handle routine monitoring and testing, and manage external contractors and resources related to water quality and wastewater treatment.

The duties and responsibilities of the **Water Quality and Wastewater Manager** will be as follows. The position reports directly to the **Quality Director**.

1. Work under the direction of the Quality Director, collaborating with the Regulatory and SQF Programs Manager, Quality Assurance Manager, and Production and Maintenance Managers to manage water quality and wastewater systems.
2. Develop, implement, and maintain water quality management programs to ensure compliance with environmental and regulatory requirements. Monitor water quality levels, including pH, phosphorus, ammonia, BOD (biological oxygen demand), COD (chemical oxygen demand), and other critical parameters. Perform regular water quality testing and analysis, ensuring proper documentation of test results and trends.
3. Coordinate external water quality testing and maintain comprehensive records of all testing results. Analyze water quality data to identify potential issues and recommend corrective actions.
4. Work with the Quality Assurance Manager to schedule and coordinate external water quality

- testing. Maintain all records of such testing, ensuring timely and accurate reporting.
5. Communicate regularly with production managers about any developing issues and potential water quality or wastewater problems. Provide timely updates to the VP of Operations and the Director of Quality.
  6. Develop, implement and enforce SOPs related to Water Quality, Wastewater, and Membrane Bioreactor (MBR) systems. Assist in operator training staff, equipment, or processes are introduced.
  7. Track volumes of Equalization tanks, settling tanks and sludge tanks. Contact sewage removal company when sludge tank is near full.
  8. Oversee the wastewater treatment processes, ensuring the safe and efficient treatment of wastewater to meet environmental regulations and company standards. Monitor and adjust treatment systems, such as membrane bioreactors (MBRs), reverse osmosis (RO) systems, or other filtration processes, to maintain optimal efficiency.
  9. Perform routine inspections and preventative maintenance of wastewater systems, and ensure the proper functioning of pumps, filters, and other related equipment. Coordinate wastewater sludge removal and disposal as required, maintaining communication with waste removal companies to schedule timely services.
  10. Ensure compliance with local, state, and federal regulations related to water quality, wastewater treatment, and environmental protection. Prepare and submit regulatory reports and ensure proper documentation for audits and inspections. Maintain all necessary permits and ensure compliance with water quality and wastewater discharge limits.
  11. Continuously monitor the performance of water and wastewater systems, identifying potential issues before they become critical. Develop and implement corrective actions to address system inefficiencies, equipment failures, or operational issues. Review system performance data and recommend upgrades, repairs, or process adjustments to improve efficiency and reduce costs. Perform troubleshooting and diagnostics on water and wastewater systems, coordinating with maintenance staff as necessary for repairs or improvements.
  12. Track water usage, wastewater treatment processes, energy consumption, and greenhouse gas emissions. Identify opportunities for waste reduction, water recycling, and energy efficiency to contribute to the company's environmental goals. targets for reduction.
  13. Maintain Resource Productivity and Recovery Authority (RPR) account.
  14. Maintain Safety Data Sheets (SDS) Sheets and Chemical Materials Inventory
  15. Coordinate and oversee the work of external contractors and suppliers involved in water quality or wastewater system operations. Ensure all contracted services are performed efficiently, safely, and in compliance with company policies and regulatory standards. Maintain relationships with suppliers of water treatment chemicals, equipment, and maintenance services. Manage contracts, service agreements, and procurement processes related to water and wastewater systems. Manage Projects

16. Lead sustainability initiatives related to water resource management, energy usage, and waste reduction. Identify opportunities for waste reduction, water recycling, and energy efficiency to contribute to the company's environmental goals. Monitor and report on key sustainability metrics, suggesting improvements and setting measurable targets for reduction.
17. Understand and carry out company requirements as it relates to SQF, HACCP, GMP (Good Manufacturing Practices), Food Safety, Organic Certification and all other company programs and policies. Understand and carry out work in accordance with Standard Operating Procedures.
18. Be receptive to flexible working hours to meet production, maintenance, and repair needs. This position may require early starts, late finishes, or weekend and holiday work as necessary. Assist other workers, including the lab and maintenance teams, when needed to foster a safe and productive work environment.
19. Manage and supervise the performance of water and wastewater system staff, ensuring that employees are trained, knowledgeable, and equipped to carry out their tasks. Provide ongoing training to team members on water quality, wastewater management, safety protocols, and regulatory requirements. Foster a positive, collaborative team environment that emphasizes safety, operational excellence, and continuous improvement. Evaluate the effectiveness of training programs and adjust as needed to enhance team performance and compliance.
20. Maintain accurate records of water quality and wastewater system performance, including test results, maintenance logs, and regulatory compliance reports. Ensure proper documentation for inspections, audits, and certifications related to water and wastewater management. Prepare regular reports on system performance, water usage, wastewater treatment efficiency, and sustainability progress for senior management.
21. Enforce all health, safety, and environmental policies and procedures related to water and wastewater management operations. Ensure that all team members and contractors adhere to safety guidelines and perform work in accordance with company safety standards. Conduct regular safety audits and inspections of water and wastewater treatment areas to ensure a safe working environment.
22. Identify opportunities for process optimization and cost reduction within the water and wastewater systems. Recommend and implement improvements in water quality management practices, wastewater treatment systems, and overall operational efficiency. Stay informed about industry's best practices and emerging technologies to ensure the company remains at the forefront of water quality and wastewater management.
23. The Water Quality and Wastewater Manager will primarily work in operational and treatment areas, which may involve exposure to chemicals, wastewater, and industrial equipment. The role requires the ability to lift to 50 pounds and occasionally work in outdoor or confined environments.
24. Other duties as may be assigned as required.

25. **Direct Report:** The Water Quality and Wastewater Manager will have one direct report, the Water Systems/Quality Technician. This position will provide leadership, guidance, and oversight to this role, ensuring that water quality and wastewater tasks are carried out efficiently and in line with company and regulatory standards.

**Required experience and skills:**

The ideal candidate will have a working knowledge of wastewater treatment systems and related problem-solving skills, along with work experience in this field.

These attributes would be considered highly advantageous to this position.”

**Job type:** Full-time, Permanent, On-site (not remote)

**Benefits:** Basic Benefit Plan including Health and Medical, Vision Care, Dental, Wellness & Preventative Services. RSP and Bonus Program.

**Rate of Pay:** \$40.00 /Hour

(a minimum of 40 hours of work per week, possible evening and weekend work as required)

Please submit your resume to [hr@croftersorganic.com](mailto:hr@croftersorganic.com) indicating your experience and interests  
Crofter's Food Ltd. welcomes and encourages applications from people with disabilities.

Accommodations are available on request for candidates taking part in all aspects of the selection process.