



THE TOWNSHIP OF SEVERN  
Administration Department  
**Septic Inspector**

## **JOB DESCRIPTION**

The Septic Inspector is responsible to inspect septic system construction in the Township, in compliance with the provisions of the Ontario Building Code, Municipal By-laws and other applicable regulations and standards. To oversee both the Provincially mandated septic re-inspection program as well as the Township's discretionary septic re-inspection program.

## **MAJOR DUTIES**

Responsible for the Municipal Re-inspection Program, which includes the completing of onsite visual property inspections, and compiling of data. Ensures follow-up inspections, meeting with homeowners/contractors and providing pre inspection and post inspection information and directions. Conducts mandatory and discretionary on-site septic system re-inspections in collaboration with other regulatory agencies.

Responsible for the review, verifications and approval of all sewage system designs submitted and the inspection thereof to ensure compliance with Part 8 of the Ontario Building Code, the intent of which applies to the construction, operation and maintenance of sewage systems.

Responsible for the investigation of sewage system complaints regarding malfunction and contamination of the immediate environment including the remedy for immediate repair or replacement.

Issues the appropriate orders in the event of non-compliance with the Building Code and departmental policies.

Provide technical support to the public with respect to requirements of Part 8 of the Ontario Building Code, relevant Municipal By-laws and other applicable legislation.

Provides research and assists in the preparation of reports/recommendations as directed; attends building/development community and other meetings as required.

## **QUALIFICATIONS**

Building Inspection Technician Program Graduate, or equivalent discipline.

2 years working knowledge of Part 8 of the Ontario Building Code Act and Regulations.

Computer proficiency and has working knowledge of Microsoft Products and other municipal related software.

Ability to prioritize workload and to work effectively and efficiently with minimum supervision.

Excellent verbal, oral and written communication skills.

**Required Certifications:**

- Provincial Designation as a Qualified Inspector with the following categories of qualifications:
  - i) General Legal/Process for Inspector
  - ii) On Site Sewage

Compensation for this position is \$31.67 to \$37.05 per hour, for 35 hours per week. This is Full -Time position with a comprehensive benefits package. Interested applicants are invited to submit their resume (PDF Format only) in confidence by March 2, 2020 to Michelle Prophet Healy, Human Resources Officer, Township of Severn, 1024 Hurlwood Lane, P.O. Box 159, Orillia, Ontario, L3V 6J3; or by e-mail to [hr@townshipofsevern.com](mailto:hr@townshipofsevern.com)

We thank all applicants that apply and advise that only those to be interviewed will be contacted. The Township of Severn is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please contact the Human Resources department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. In accordance, with the Municipal Freedom of Information and Protection and Privacy Act, personal information is collected under the authority of the Municipal Act, S.O. 2001, c.25, and will be used for the purpose of candidate selection. Questions about the collection should be directed to the Freedom of Information Co-Ordinator at the Township of Severn.