



Municipality of Highlands East

Septic Inspector (Full-Time, 35 hours/week)

\$29.35

Building Department

Situated on the Eastern side of Haliburton County, Highlands East covers 758 square kilometers with over 70 lakes, pristine scenery and is only a 2.5-hour drive from the Greater Toronto Area. Highlands East is a predominately rural community and is comprised of the amalgamation of the Townships of Bicroft, Cardiff, Glamorgan and Monmouth as of 2001. The hamlets of Cardiff, Highland Grove, Wilberforce, Tory Hill and Gooderham are our settlement areas.

Reporting to the Chief Building Official, this position is responsible for exercising powers and performing duties under the Building Code Act, Ontario Building Code and other applicable law and related regulations. This position will be responsible for reviewing plans, issuing permits and performing site inspections as it relates to Part 8 Septic. Assists with conducting the septic re-inspection program for the municipality. Provides assistance to the summer students hired to support the program. Provides customer service to the general public & contractors to answer septic permit application inquiries and septic re-inspection inquiries.

Preference will be given to candidates who have:

Qualifications:

- Must be qualified with the Ministry of Municipal Affairs and Housing in:
 1. Legal
 2. Part 8 Sewage Systems;
- Qualified in Part 7 Plumbing, would be an asset;
- Formal academic training in a wastewater or environmental related field;
- Have knowledge of and ability to apply the Occupational Health and Safety Act and Regulations related to construction and site safety;
- Experience with MS office Suite and general computer proficiency;
- Valid class "G" driver's license in good standing with access to a reliable vehicle to use on corporate business, if required;
- Valid Pleasure Craft Operator Card, would be an asset.

Experience:

- Two (2) years progressive experience in a related field or in a municipal environment;
- Experience in the installation of all classes of on-site sewage systems.
- Experience in plans review, issuing permits and performing site inspections;
- Experience in report and letter writing.

Responsibilities (Include but not limited to):

- Assists with the administration and enforcement of the provisions of the Building Code Act, the Ontario Building Code and other applicable law;
- Assists with the review of permit applications, site plans, and calculations of on-site sewage systems;
- Conducting site inspections to ensure that construction meets appropriate standards, setbacks and approved site plans;
- Conducts on-site inspections for the septic reinspection program, as required;
- Assists the CBO with writing reports, letters and issuing orders as necessary to achieve compliance with on-site sewage systems as it relates to the septic reinspection program;
- May perform other duties as assigned.

If you are interested in joining our dedicated team of municipal professionals, applications **clearly marked “Application –Septic Inspector”** may be submitted on or before 12:00 p.m., Monday, July 15th, via mail, in person, fax or email. Interested applicants may submit their resume, including references, in confidence to:

Brittany McCaw, CAO/Treasurer
Municipality of Highlands East
P.O. Box 295, 2249 Loop Road
Wilberforce, ON K0L 3C0
Fax: 705-448-2532 E-Mail: bmccaw@highlandseast.ca

We thank all applicants for their interest but only those selected for an interview will be contacted.

The Municipality of Highlands East is an equal opportunity employer. Applicants requiring accommodation are asked to contact the CAO/Treasurer.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Municipality of Highlands East. Questions about this collection should be directed to Brittany McCaw CAO/Treasurer.