

SEPTIC RE-INSPECTION PROGRAM STUDENT

BRANCH: Building Services
DEPARTMENT: Planning and Development
REPORTS TO: Deputy Chief Building Official

POSITION SUMMARY:

Reporting to the Deputy Chief Building Official or designate, the Septic Re-inspection Program Student is responsible for inspecting existing private sewage systems and providing the owners of private sewage systems with information related to the Septic Re-inspection Program. This position also provides customer service and administrative support and responds to public inquiries related to the Septic Re-inspection program.

CORE DUTIES AND RESPONSIBILITIES:

1. Works collaboratively with other Building Services staff on matters associated with the Septic Re-inspection Program.
2. Conducts on-site re-inspections of existing sewage disposal systems.
3. Assists in the preparation of communications materials for social media, online advertising, and other promotions to educate residents about the Septic Re-inspection Program.
4. Provides information, answers inquiries from members of the public and assists property owners with technical information and suggestions on maintaining private sewage disposal systems.
5. Completes reports for sewage system re-inspections, maintains activity records and prepares weekly progress reports for the Deputy Chief Building Official or designate.
6. Follows all Town policies and procedures and ensures all health and safety regulations are upheld.
7. Provides backup assistance to other staff in the Department, as required.
8. Maintains files in accordance with the Town's Records Management By-law, Policies and Procedures and the Electronic Document and Records Management System (EDRMS).
9. Works in a respectful, friendly, and courteous manner and communicates effectively with co-workers, supervisors, elected officials, and the general public.
10. Demonstrates a commitment to diversity, equity, and inclusion through continuous learning, modeling inclusive behaviours, and proactively managing bias.
11. Undertakes special projects and performs other duties as assigned in accordance with departmental or corporate objectives.

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QUALIFICATIONS REQUIRED:

12. Ontario Secondary School Diploma, or equivalent, and currently enrolled in or graduating from an accredited university or college in the field of Environmental Sciences, Site Preparation or Building Construction, or another related field.
13. Prior related work experience in a municipal setting, an asset.
14. Standard First Aid and CPR-C or willingness to become certified, an asset.
15. General knowledge of private sewage disposal systems.
16. Good working knowledge of the Occupational Health and Safety Act and WHMIS 2015, an asset.
17. Excellent interpersonal skills including the ability to work effectively in a team environment and to exhibit courtesy, tact and diplomacy in dealing with the public, department officials and other members of staff including the ability to use sound judgement in stressful situations. Ability to adhere to confidentiality requirements at all times.
18. Strong written and verbal communication, administrative, organizational, problem-solving, and time management skills. Possess the ability to explain processes and to provide information to property owner.
19. Excellent knowledge of Microsoft Office software applications including Excel, Word, Outlook, PowerPoint and SharePoint.
20. Ability to provide a current and acceptable Criminal Record and Judicial Matters Police Record Check.
21. A valid class "G" Ontario Driver's License in good standing with a current acceptable Driver's Abstract.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

22. Extended periods of standing, sitting, computer usage, driving, walking, climbing, including in rough terrain, and lifting up to 51 lbs.
23. Conditions vary from an indoor office environment to exposure to inclement weather conditions, both hot and cold, rain, wind, dust, near open bodies of water, stressful interactions, and public criticism.
24. Ability to work schedule and shifts as stated. Work outside normal working hours may be required occasionally.





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SUPERVISION REQUIREMENTS:

Positions Supervised Directly: None

Positions Supervised Indirectly: None

REVIEW AND APPROVAL:

<u>Position</u>	<u>Signature</u>	<u>Date</u>
Department Head:		2024-12-19
Chief Administrative Officer:		2024-12-23