



The Corporation of the  
**Township of Algonquin Highlands**  
requires a

**Sewage System Program Inspector/Administrator**

The Township of Algonquin Highlands with a permanent population of 2,600 and a seasonal population exceeding 10,000 is known within Central Ontario as an area of natural beauty where residents enjoy a rural lifestyle second to none.

The Township of Algonquin Highlands is seeking applications from qualified people for an existing permanent, full-time position of Sewage System Program Inspector/Administrator.

Reporting to the Chief Building Official, the Sewage System Program Inspector/Administrator is responsible for ensuring compliance with provisions of the Ontario Building Code, Part 8 while performing all aspects of the Septic Re-Inspection Program.

The preferred candidate will possess the following qualifications:

- Post secondary education in environmental science, architectural, construction or related equivalent experience.
- Successful completion of the Ministry of Municipal Affairs and Housing courses: General or CBO Legal and Part 8 On-Site Sewage. Additional BCIN qualifications would be an asset.
- Experience in septic inspections and enforcement in a Municipal environment is preferred.
- 2 years' experience in a municipality and/or construction of sewage system installations.
- Excellent interpersonal, project/time management, organizational, analytical, communications skills.
- Strong knowledge of the Ontario Building code, Part 8 and Building Code Act.
- Must possess excellent computer skills. Must be proficient in Microsoft programs (including but not limited to Word, Excel, Outlook, PowerPoint and Township specific programs).

Salary Range: \$33.90 - \$38.14/hour (35 hours/week)

The Township of Algonquin Highlands is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process,

upon the request of the applicant. Please advise in advance if you require accommodation.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used only for candidate selection.

Artificial intelligence (AI) is not used to screen, assess or select applicants.

We thank all applicants; however, only those selected for an interview will be contacted.

Algonquin Highlands offers a competitive salary, compressed workweek, excellent benefits package, and enrollment in OMERS Pension Plan. Join a dedicated team that strives to make us the best place to live, work and play.

Qualified candidates are invited to submit a cover letter and resume by **3:00 p.m. on Friday, February 6, 2026** to:

Dawn Mugford-Guay, Human Resources Coordinator  
Township of Algonquin Highlands  
1123 North Shore Road  
Algonquin Highlands, ON K0M 1S0  
Email: [dmugfordguay@algonquinhighlands.ca](mailto:dmugfordguay@algonquinhighlands.ca)



## **TOWNSHIP OF ALGONQUIN HIGHLANDS JOB DESCRIPTION**

POSITION: Sewage System Program Inspector/Administrator

DEPARTMENT: Building

LOCATION: Township Office – 1123 North Shore Road

REPORTS TO: Chief Building Official

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### **PURPOSE**

Reporting to the Chief Building Official, the Sewage System Program Inspector /Administrator is responsible for ensuring compliance with provisions of the Ontario Building Code, Part 8 while performing all aspects of the Septic Re-Inspection Program.

### **RESPONSIBILITIES**

- In consultation with the CBO, ensures duties are performed with the expressed aim of protecting the Corporation from liability claims.
- Conducts the Septic Re-Inspection Program, including completion of onsite property inspections and compiling of data.
- Identifies and coordinates planned areas to be inspected as scheduled.
- Enters site and/or system along with field inspection results into the database, updates and classifies systems based on policy direction. Maintains detailed records, including photos and statements where appropriate.
- Reviews and assesses all septic information on file in preparation for inspection. Where no information is available, contacts the property owner to collect sewage system related information.
- Assists in the creation and maintenance of online information regarding the Septic Re-Inspection Program.
- Provides information and updates to local organizations (Lake associations).
- Responds to general inquiries, complaints and concerns regarding the operation and maintenance of the Septic Re-Inspection Program from the public and contractors.

- Communicates clearly with property owners by way of remedial action and response letters/emails.
- Prepares year-end reports in coordination with the CBO for Council and/or Committees.
- Completes sewage system application review and permit issuance; in relation to the Septic Re-Inspection Program.
- In consultation with the CBO, issues Building Code Act orders as necessary and follow through to compliance as required.
- Understands and ensures compliance with the Occupational Health and Safety Act and Regulations.
- Performs other duties that may be assigned from time to time.

## **HOURS OF WORK**

Normal hours of work are 8:00 a.m. to 5:00 p.m., on a compressed workweek schedule. Extra time may be required to complete tasks and meet deadlines, etc. during certain times of the year.

## **WORKING CONDITIONS**

- Work is performed in a normal office environment; however, work is also generally performed in an outdoor environment with exposure to inclement weather conditions.
- The nature of duties places this position in a high public profile. Stress is a factor due to close interaction with the public.

## **EDUCATION**

- Post secondary education in environmental science, architectural, construction or related equivalent experience.
- Successful completion of the Ministry of Municipal Affairs and Housing courses: General or CBO Legal and Part 8 On-Site Sewage. Additional BCIN qualifications would be an asset.

## **KNOWLEDGE AND SKILL**

- Experience in septic inspections and enforcement in a Municipal environment is preferred.
- 2 years' experience in a municipality and/or construction of sewage system installations.
- Excellent interpersonal, project/time management, organizational, analytical, communication skills.
- Superior customer service skills.
- Strong knowledge of the Ontario Building Code, Part 8 and Building Code Act.
- Demonstrated working knowledge of the Occupational Health and Safety Act.
- Must possess excellent computer skills. Must be proficient in Microsoft programs (including but not limited to Word, Excel, Outlook, Power Point and Township-specific programs).
- Valid Ontario Class G Driver's Licence and clean driver's abstract.

- Pleasure Craft Operator Licence.

### **IMPACT OR ERROR**

Errors, incorrect judgment or otherwise, may directly result in accident or serious injury to themselves or others, damage to equipment or other property. Indirectly, the potential for legal or other repercussions to the Township exists.