



City of Stratford

Backflow Prevention Officer

(External Posting)

Job Posting: 2026-04-C

Status: Permanent Full-Time

Vacancy Type: New

Union/Non-union: Cupe 1385

Date Posted: April 28, 2026

Annual Salary: \$72,555.03 - \$77,186.20

Closing Deadline: May 15, 2026

Department/Division: Building and Planning Services / By-Law

Location: On-Site (Stratford, ON)

Duties:

This position reports to the Supervisor of By-Law Compliance and is responsible for the administration and enforcement of the City's Cross-Connection Control By-Law, which aims to prevent contamination of the Municipal drinking water system and regulate the supply of safe drinking water to the citizens of Stratford.

This position will be responsible for maintaining the City's Cross Connection program and ensuring the annual testing of devices is completed and onboarding of new businesses/residents to the program when required, in accordance with the City's Cross Connection By-Law.

The Backflow Prevention Officer will demonstrate a positive attitude with a focus on contributing to a healthy team environment and providing quality customer service while following the City's corporate strategic initiatives and policies.

Work Performed:

- Provide input and advice to Municipal Building Officials on backflow plumbing-related matters, when required.
- Review of backflow building permit application for conformance with the Ontario Building Code & the City's Cross Connection Control By-Law and suggest issuance of a permit to the Chief Building Official (or designate).
- Conduct inspections, when required, for backflow permits in accordance with the Ontario Building Code and the City of Stratford's Cross Connection Control By-Law.
- Responsible for maintaining the filing system and Cross Connection database for properties within the Cross-Connection program. Requiring test reports, surveys, and all required information is received upon compliance dates and information is kept up to date in our system.
- Prepare and issue reports, letters and orders in relation to on-site inspections and plans examination.
- Prepare letters and correspondence for annual testing of backflow prevention devices, cross-connection surveys and reports and send to property owners.
- Prepare notices and orders for properties that have lapsed in annual testing, or properties that are in non-compliance with the City's Cross Connection By-Law.
- Prepare reports for committees, tribunals and court proceedings.
- Prepare notes, collect evidence and maintain documentation/records. Possess the ability to compile documentation and prepare evidence, attend court hearings, and represent the City when required
- Establish and maintain good relationships with the public, industry partners/professionals, contractors and City staff.
- Provide education on the Cross-Connection By-Law and program requirements as well as backflow building permit requirements to the public, design professionals, contractors and City staff.
- Respond to inquiries and investigate alleged violations to the Cross-Connection Control Program. Able to complete required enforcement actions, including but not limited to, the issuance of notices, orders and fines.
- Complete technical review of submitted documentation and perform data entry into the By-Law Divisions database and filing systems.
- Assists in providing the Supervisor of By-Law Compliance departmental statistics, and proposed changes and/or enhancements to the City's Cross-Connection Program, process and procedures.
- Refer special and/or unusual situations to the Supervisor of By-Law Compliance for direction.

- Assist in maintaining a safe and positive work environment by ensuring compliance with the Health & Safety Policies and Procedures, reporting and addressing any risks, incidents, or injuries as required.
- Perform other duties as assigned

Qualifications:

- Completion of the Backflow Prevention Tester's Course and possess a Certification as a Licensed Cross Connection and Backflow Tester.
- Possess a Certification for Licensed Cross Connection Control Specialist.
- Licensed as a Journeyman Plumber, in good standing with Skilled Trades Ontario, with a minimum of three (3) years of work-related experience, Municipal experience is considered an asset.
- Possess a valid BCIN with the Ministry of Municipal Affairs and Housing and is qualified in the following categories: General Legal, Plumbing – All Buildings. Additional qualifications are considered to be an asset.
- Two (2) year post-secondary diploma from an approved Law Enforcement Program, Police Studies/Foundation, Law & Security, or related discipline is considered an asset.
- Valid Driver's License (Class G)

Specialized Skills, Abilities, Training, License, Memberships, or Certifications

- Possesses a Membership or willing to obtain a Membership with the Ontario Plumbers Inspectors Association (OPIA).
- Demonstrate knowledge and ability to interpret codes, by-Laws and construction drawings with an excellent understanding of the Building Code Act, Ontario Building Code, municipal by-laws, Clean Water Act and any other Applicable Laws.
- Knowledge of the Provincial Offences Act and the Occupational Health & Safety Act.
- Experience in the identification and protection of cross connections on potable water systems.
- Excellent written and verbal communication skills with the ability to communicate with all levels of staff, industry professionals and the general public.
- Strong time management and organizational skills with the ability to manage multiple tasks in a demanding work environment with excellent prioritization and scheduling skills.
- Intermediate computer skills with Microsoft Office (Outlook, Word, Excel etc.)
- Must have experience with Building Permitting Software & Licensing Related Software (preferably City Wide).
- Experience with permit review software, such as Bluebeam.

- Good level of judgment and ability to resolve complex problems.
- Must be a reliable self-starter. Able to function with minimal supervision, as well as work as part of a team, and undertake all aspects of the job thoroughly and willingly.
- Must be able to perform the physical requirements of the job.
- Possesses strong team skills, customer service skills and conflict resolution.
- Must maintain a neat professional appearance

Applications will be received until May 15, 2026, at 4:30 pm. To submit an application, please visit our [careers page](#).

The City of Stratford is committed to building a culture where difference is valued. The more inclusive we are, the better our work will be on behalf of the community we serve. We are committed to continuously improving our systems, policies and practices to remove barriers, promote respect and ensure our employees, in all their diversity, can succeed. We encourage and welcome qualified applicants with a diverse range of perspectives, skills and lived experiences to apply.

The City of Stratford is not using Artificial Intelligence (AI) at any stage of the recruitment process.

Accommodations are available for people with disabilities throughout all stages of the recruitment process. Applicants should make their needs known in advance.

While we appreciate all applications received, only those selected for an interview will be contacted.

Personal information collected in response to this advertisement is collected under the authority of the Municipal Act, 2001 to determine eligibility for employment with the City of Stratford. Please direct inquiries to the Human Resources Department at 519-271-0250 x 5336.

Human Resources Department

City Hall, P.O. Box 818

Stratford, ON N5A 6W1