



Municipality of Dysart et al

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Haliburton, ON

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[www.dysartetal.ca/careers](http://www.dysartetal.ca/careers)

## **Seasonal Septic Maintenance Inspector Job Posting**

<b>Position:</b>	Seasonal Septic Maintenance Inspector
<b>Type of Vacancy:</b>	Seasonal, Full-Time
<b>Number of Positions:</b>	2 positions
<b>Compensation:</b>	Starting at \$24.57/hr, 40 hours per week
<b>Date Posted:</b>	February 24 <sup>th</sup> , 2025
<b>Closing Date:</b>	March 31 <sup>st</sup> , 2025 – 4:30 p.m.
<b>Preferred Start Date:</b>	May 5, 2025.

### **Position Summary**

Reporting to the Supervisor of the Septic Maintenance Program, the Seasonal Septic Maintenance Inspector is responsible for carrying out roles associated with the program and inspection of licensed Short-Term Rentals. These roles include but are not limited to preparing for and completing the days' scheduled inspections, providing on site education and recording inspection results. This position also provides administrative support in relation to the Septic Maintenance Program.

### **Description of Job Requirements**

- Complete inspections with regards to Septic Maintenance, Lake Health Assessment, and Short-Term Rentals.

Septic Maintenance Inspections involve:

- Removing and reinstalling septic tank lids,
- Visual inspection of tanks and lids, effluent levels, inlet and outlet baffles,
- Conducting sludge/scum test to determine levels,
- Completing flow test through tank to determine rate of effluent exiting tank,
- Determining operation & maintenance of system in accordance with Septic Use Permit.

Lake Health Assessments involve:

- Assessing the shoreline to determine the extent of natural vegetation and trees in accordance with the pre-determined scoring criteria.

Short-Term Rental Inspections involve:

- Comparing Site Plan & Plan for Fire Safety with the actual site and building layouts.
- Verify smoke alarms are in place as per the Plan and are not outdated.
- Verify fire extinguishers are in place as per the Plan and are the correct type.
- Assist with re-scheduling requests.
- Assist with recording remedial action submissions.
- Upload inspection reports and photos to CityView and SharePoint.
- Update applicable trackers.
- Other administrative duties as assigned by the Supervisor.

### **Technical Skills/ Education**

- The incumbent must have strong written and verbal communication, administrative, organizational, problem solving and time management skills.
- The incumbent must be able to deal with the public in a polite and courteous manner. Must possess the ability to explain processes and provide information, as well as manage conflict should it arise.
- Proficiency in Microsoft office software (especially Outlook, Word and Excel) is required.
- The incumbent must be willing to become proficient with CityView, MESH and SharePoint software's. The incumbent must also be comfortable using smart phone technology.
- Ability to provide a current and acceptable Criminal Record Check and Driver's Abstract.
- The incumbent must have a valid class G driver's license.

### **Experience and Training**

- Knowledge and previous experience with sewage systems would be an asset.
- Proven customer service ability.
- Knowledge of Municipality of Dysart et al Sewage System Maintenance Inspection Program By-Law is required.
- Knowledge of Municipality of Dysart et al Site Alteration By-Law is required.
- Knowledge of Municipality of Dysart et al Short-Term Rental By-Law is required.

### **Physical Demands and Working Conditions**

- The incumbent must show a willingness to exceed regular scheduled hours of work on occasion. Flexible hours, typically Monday to Friday – 40 hours per week.
- Extended periods of standing, sitting, computer usage, driving, walking, boating, climbing, including in rough and uneven terrain, and lifting to 50lbs.
- Conditions vary from indoor office environment to exposure to outdoor conditions including inclement weather, both hot and cold, rain, wind, dust, near and/or crossing open bodies of water.
- Stressful and contentious interaction are possible including public criticism.
- Exposure to raw sewage and associated smells.
- Municipal vehicle provided for travel between office and inspection location.

Although the municipality offers full training opportunities, preference will be given to candidates with previous experience in a related field and/or proven customer service ability. We appreciate the interest of all applicants, however, only those applicants chosen for interview will be contacted.

Interested applicants may submit their resumes and other supporting documents to our human resources department at [hr@dysartetal.ca](mailto:hr@dysartetal.ca), indicating **Seasonal Septic Inspector 2025** as the subject.

Thank you for your interest in joining our team!