

**The Corporation of the Town of Gravenhurst**

**POSITION DESCRIPTION**

**Position Title:** Septic Re-Inspection Program Student  
**Area/Department:** Development Services- Building  
**Reports to:** Chief Building Official or Designate

**POSITION SUMMARY**

The Septic Re-Inspection Program Student is responsible for inspecting existing private sewage systems and providing the public/others with information regarding the sewage system re-inspection program. They are also responsible for general office duties: answering phones, email, filing, record keeping and counter inquiries relating to sewage.

**DUTIES & RESPONSIBILITES**

1. Conduct on-site re-inspections of existing sewage disposal systems.
2. Answering telephone, counter, email and field enquiries, provide customer service by providing technical information and assistance.
3. Complete reports for sewage system re-inspection. File property files. Review complaints and concerns toward sewage system re-inspection program from the public. Maintain records of activities. Complete weekly progress reports for the chief building official or designate.
4. Carrying out special projects and other duties as assigned by Chief Building Official or Designate. Must work in compliance with the Occupational Health and Safety Act, and demonstrate a commitment to performing safe work practices. Mus work in compliance with applicable legislation, department policies/procedures/practices, and operational guidelines.
5. Assist the general public and property owners with technical information/suggestions about maintaining private sewage disposal systems.
6. Provide administrative assistance to technical and support staff with records management, data creation and records retention.
7. Provide assistance and support to technical staff with front counter operations, building inspections and plan review duties.

**SUPERVISION REQUIREMENTS**

**Positions Supervised directly:** N/A

## EDUCATION, SKILLS and EXPERIENCE

1. Must be currently enrolled as a student in a secondary or post-secondary environment.
2. Proficiency in a computerized environment, operating systems, database software; Microsoft Outlook, Word, Excel, Publisher, Power Point
3. Superior interpersonal, customer service and communication skills, both oral and written
4. General knowledge of septic systems
5. Physically able to carry out inspections
6. Problem solving skills
7. Record Keeping skills
8. Independent working skills, able to do inspection in remote areas alone
9. Attention to detail and accuracy, and ability to thrive in a fast-paced environment
10. Valid G license with a clean drivers abstract satisfactory to the corporation (use of own vehicle may be required)
11. First Aid/CPR is preferred
12. Good performance and work record
13. General office skills
14. Working knowledge and understanding of the Occupational Health and Safety Act and Regulations
15. WHIMIS 2015 certification is required for all new hires and must be presented at the time of hire.

## HEALTH & SAFETY RESPONSIBILITIES:

1. To learn, understand and practice standard Town operating procedures.
2. To be familiar with and comply with the provisions of the Occupational Health and Safety Act and Regulations; and the Towns Health and Safety Policies and Procedures.
3. To take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
4. To report unsafe acts or conditions to their supervisor or a Health and Safety Committee Representative.
5. To report any occupational injury or illness immediately to their supervisor.
6. To use personal protective equipment, where required.
7. To report any contravention of the Occupational Health and Safety Act.

## PHYSICAL/PSYCHOLOGICAL DEMANDS and WORKING CONDITIONS

**Environment:** Work is conducted in an office environment with some exposure to criticism from the public. Requirement to work in and around building and construction sites; exposure to inclement weather conditions, mechanical hazards, noise, and dust. Requirement to juggle priorities, verbally communicate to exchange information. deal with constant interruptions and changing demands during the course of a working day; while maintaining a pleasant, professional and positive demeanour.

**Physical:** Requirement for sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicle.

Normal hours of work are 35 hours per week, Monday to Friday, as required. Evening or weekend hours occasionally.

## CONTACTS

Incumbent communicates regularly with members of Council, municipal staff, Provincial ministries and government agencies, staff of other municipalities, and the general public.

## REVIEW/APPROVAL

**Incumbent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Immediate Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Human Resources:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Affiliation: Non-Union**