
CUPE 1287

Job Title:	Private Sewage Systems Inspector		
Job Opening Id:	31879	# Required:	1
Business Unit:	Public Works	Division:	Infrastructure Planning & Development Engineering
Location:	Headquarters Campbell West	Standard Hours:	35.00 / week
Full/Part Time:	Full-Time	Regular/Temporary:	Temporary
Salary Grade:	5	Salary Range:	\$ 30.43 - \$21.21
Post Date:	2022-03-18	Close Date:	2022-03-24

Serving a diverse urban and rural population of more than 430,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

Please note that the Niagara Region requires that all newly hired employees are to be fully vaccinated against COVID-19 as a condition of being hired and provide proof of full vaccination, or provide proof of a bona fide medical or Human Rights Code exemption on a form issued from and approved by Niagara Region.

This position is required to work both in person at the work site and remotely

Job Summary

As part of the Planning & Development Services Team, the Private Sewage Systems Inspector delivers a variety of services related to the safe disposal and treatment of wastewater from private homes and businesses in Niagara Region communities where municipal sanitary sewers are not available. The Inspector ensures compliance with Part 8 of the Ontario Building Code when reviewing applications to construct a private sewage system as well as reviewing applications made under the Planning Act or requiring the approval of the Niagara Escarpment Commission. The Inspector will respond to complaints relating to malfunctioning private sewage systems, conduct sanitary surveys, where appropriate and liaise with Local Planning & Building Departments, Regional Public Health Department and the Ministry of Municipal Affairs.

Education

- Completion of a 3-year community college program, with a diploma in Civil Engineering Technologist or equivalent Science or Engineering combination of education, training, and experience.
- Additional courses or training related to Private Sewage Systems, soil mechanics, and groundwater are considered an asset.
- Courses related to Municipal Law Enforcement would be considered an asset.
- Must be willing to obtain continuing education credits as required.

Knowledge

- A minimum of 2-3 years of experience in assessing and approving sites for private sewage systems in a municipal government environment.
- Working knowledge of Ontario Building Code, Planning Act and associated applications, and familiarity with approval processes of government.
- Working knowledge and experience in construction, drainage, development, and safety are preferred.
- Working experience and familiarity with various forms, procedures and protocols required to lay charges and bring cases to courts.
- Experience in law enforcement and prosecution techniques are preferred.
- A working knowledge of all pertinent by-laws as well as certain provincial legislation such as the Provincial Offences Act and the Ontario Building Code Act.
- Qualified and registered with the Ministry of Municipal Affairs under Ontario Building Code, Part 8 (Sewage Systems) and General Legal/CBO is strongly preferred, or must successfully obtain within 6 months of commencing employment.
- Will be appointed by Regional Council as a By-law enforcement officer to enforce Regional By-laws and Part 8 of the Ontario Building Code.
- Certification with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) or other relevant certification is an asset.

Special Conditions

- Must be able to work without direct supervision.
- Must provide own transportation to travel to various locations as well as the transporting of equipment.
- It is the employee's responsibility to possess and maintain a valid and restriction-free driver's license of appropriate class to carry out the duties of the job.
- Must be physically fit to perform duties such as walking through rough terrain and lifting tank lids.
- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a Criminal Records Check and submit a Canadian Police Clearance Certificate.

Responsibilities

1. Enforce Part 8 of the Ontario Building Code (OBC) and associated Regional By-law for Private Sewage System Program.
2. Review and process permit applications, designs, and various related applications via counter, phone, e-mail, and correspondence. Provide assessment for approval or refusal of on-site sewage disposal systems for private, commercial, and industrial sites, including pre-treatment systems for high-strength wastewater applications, with consideration given to the provision of an adequate potable water supply system.
3. Assess engineering and architect's submissions for use in sewage system design plans to ensure compliance with OBC requirements and site restrictions (including soil analysis, hydrogeological reports, building plans, engineering designs, etc.).
4. Conduct inspections of on-site sewage system installations during construction and upon completion.
5. Review and comment on applications for Regional Policy Plan amendments, local official plan amendments, plans of subdivision and/or condominiums, consents, zoning by-law amendments, minor variances, site plan control, real-estate requests, site inspections, and Niagara Escarpment Development Permits for lands which are intended to be serviced by private on-site sewage disposal, as required.
6. Collaborate, partner and act as a liaison with area municipalities and other agencies in order to support and build compliance with provisions of Part 8 of the Ontario Building Code and associated Regional By-law.
7. Participate in staff meetings and assist in the preparation/revision and review of policies and procedures associated with the provision of private on-site sewage disposal systems and development applications.
8. Liaise with Ministry of Environment, Ministry of Municipal Affairs and Housing, Niagara Escarpment Commission, Regional Planning Department, Regional Public Health Department, Municipal Planning & Building Departments, and the Niagara Conservation Authority as required.
9. Conduct site inspections relating to approvals of planning applications and building permits.
10. Respond to public inquiries including confidential complaints and meet with individuals to seek and enforce compliance within by-law as well as managing remedial action plans, clarification of OBC compliance.
11. Lay charges and Orders to Comply, give verbal and written warnings, keep records and provide court documentation in cases of infractions as required.
12. Investigate and act upon confidential complaints requiring site investigations, collection of samples (potential sewage discharges) for analysis following proper technique and Chain of Custody protocols,

- dye testing within residences, and dealing with difficult/challenging people (homeowners and neighbours). Provide excellent conflict resolution and strong interpersonal communication during this process as well as identify needs for additional assistance for difficult situations (additional inspector, etc.).
13. Communicate verbally and in writing with lawyers concerning file searches and site inspections related to real estate transactions.
 14. Provide advice, or issue orders when necessary, on corrective actions regarding malfunctioning sewage disposal systems.
 15. Prepare briefs for Ontario Land Tribunals and Building Code Commission hearings and when required, testify at said hearings.
 16. Prepare briefs and work with lawyers for preparation of prosecution of charges in Provincial Court relating to Building Code violations, or in cases where legal claims are made against the Region. Attend court proceedings as required; including acting as a witness in order to prosecute owners/builders.
 17. Work flexible hours as required in response to community needs.
 18. Perform other duties as assigned.
 19. Generate written responses/reports to application requests and encode inspection related information into Regional database.
 20. Use portable testing equipment and tools related to inspection requirements such as Global Positioning Systems, handheld electronic devices and other technology.

Job Specifications

Independence of Action / Judgment

- Work is performed according to established policies, procedures, and guidelines.
- Communicate with supervisor on a weekly basis regarding work assignments.
- Responds to inspection requests and complaints.
- Much latitude exists for modifying or changing established procedures and policies when troubleshooting, analyzing, and solving problems.
- There is considerable independence in choice of action.
- Public relations, report writing and investigations.
- Ensures due diligence in daily activities.
- Most activities in this program are time-specific, (e.g. Applications for permits must be approved or denied within 10 working days, site inspections are scheduled with contractors.)
- Communicates daily with the general public, professionals from various agencies and governments, contractors, suppliers, and employees in other Regional departments.
- May require discussion and explanation of information of a difficult and specialized nature, as well as the resolution of problems.
- Communication with the general public involves influencing and securing cooperation and/or compliance with regulations.

Relationships/Contacts

Internal:

- Director Infrastructure Planning & Engineering
- Development and Community Planners
- Health Department
- Water and Wastewater
- Transportation

External:

- Public
- Local municipalities, Planning & Building Departments
- Ministry of Environment
- Contractors, consultants, engineers, architects
- Suppliers and sales representatives
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Physical Demands/Dexterity

- Approximately 40 percent of time spent in typical office conditions with 60 percent of time spent at site inspections and off-site meetings. This ratio is seasonally based, with more time spent out of the office in the construction months.
- Walking, working and standing at construction sites and other premises which may be fit or unfit.
- Physical effort required in walking through uneven terrain and jumping over trenches.
- Involves prolonged periods of sitting while driving to inspections.
- Walking, standing, stooping, climbing, bending, and working in awkward positions.
- Requires lifting of materials, such as concrete tank lids.
- Requires accurate coordination of coarse movements when using various tools for inspections; shovels, measuring tape.
- Requires accurate coordination of fine movements when using a laptop computer, making inspection notes and collecting samples.

Concentration Demands

- Extreme caution is required when conducting on-site inspections, where heavy machinery is present.
- A high degree of concentration is required when collecting samples of suspected sewage.

Job Environment

- Work is performed mostly outdoors.
- Subject to offensive complaints from the public.
- Frequent exposure to bacteria, infectious diseases and odour when undertaking tests and complaint investigations.
- Exposure to inclement weather, extreme temperatures, insects, rodents, snakes, aggressive dogs, gases, odours, dust, grime and heavy machinery noise.
- Frequent travel for site inspections.

To view the full job description and requirements, visit our Careers page - **Job Opening # 31879**

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges.....today!

Let us know why you would be an excellent team member by submitting your online application **no later than March 24, 2022** before midnight by visiting our 'Careers' page at www.niagararegion.ca. We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.