

JOB OPPORTUNITY

Student – Septic Re-Inspection Program

Bracebridge is the place to live, work and play! As part of a growing, vibrant, and friendly community nestled in the heart of Muskoka, a world-famous region known for its lakes, rivers, beaches, parks and natural beauty. The Town of Bracebridge is seeking candidates for an exciting opportunity!

File #: 2024-E-040

Position: Student – Septic Re-Inspection Program

Classification: Contract Full-Time starting April 28, 2025 until August 30, 2025

Weekly Hours: 35 hours per week

Number of Vacancies: 1

Department: Planning and Development

Wage Information: \$19.51-\$20.29 / hour based on relevant qualifications and experience

Closing Date: January 15, 2025

Reporting to the Deputy Chief Building Official or designate, the Septic Re-inspection Program Student is responsible for inspecting existing private sewage systems and providing the owners of private sewage systems with information related to the Septic Re-inspection Program. This position also provides customer service and administrative support and responds to public inquiries related to the Septic Re-inspection program.

Position Responsibilities:

- Conduct on-site re-inspections of existing sewage disposal systems.
- Assist in the preparation of communications materials for social media, online advertising, and other promotions to educate residents about the Septic Re-inspection Program.
- Provide information, answer inquiries from members of the public and assist property owners with technical information and suggestions on maintaining private sewage disposal systems.
- Complete reports for sewage system re-inspections, maintain activity records and prepare weekly progress reports for the Deputy Chief Building Official or designate.

Qualifications and Experience:

- Ontario Secondary School Diploma, or equivalent, and currently enrolled in or graduating from an accredited university or college in the field of Environmental Sciences, Site Preparation or Building Construction, or another related field.
- Prior related work experience in a municipal setting, an asset.
- Standard First Aid and CPR-C or willingness to become certified, an asset.
- General knowledge of private sewage disposal systems.
- Good working knowledge of the Occupational Health and Safety Act and WHMIS 2015, an asset.

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- Excellent interpersonal skills including the ability to work effectively in a team environment and to exhibit courtesy, tact and diplomacy in dealing with the public, department officials and other members of staff including the ability to use sound judgement in stressful situations. Ability to adhere to confidentiality requirements at all times.
- Strong written and verbal communication, administrative, organizational, problem-solving, and time management skills. Possess the ability to explain processes and to provide information to property owner.
- Excellent knowledge of Microsoft Office software applications including Excel, Word, Outlook, PowerPoint and SharePoint.
- Ability to provide a current and acceptable Criminal Record and Judicial Matters Police Record Check.
- Possess the physical ability to perform the essential duties of the job.
- A valid class “G” Ontario Driver’s License in good standing with a current acceptable Driver’s Abstract.
- Physical demands require extended periods of standing, sitting, computer usage, driving, walking, climbing, including in rough terrain, and lifting up to 51 lbs.

Apply to this opportunity by **4:30 p.m. on January 15, 2025** with your cover letter and resume, quoting File **2024-E-040** and your first and last name to: humanresources@bracebridge.ca.

Learn more about why you should [Join Our Team!](#)

We thank all who apply, however, only those candidates selected for an interview will be contacted.

The Town of Bracebridge is an Equal Opportunity Employer and is committed to meeting its obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Questions regarding collection of information or accommodation should be directed to the Corporate Services Department at (705) 645-5264.

Personal information is collected under the authority of the Municipal Act, S.O. 2001, c.25 and will be used to determine employment eligibility.