



Township of Georgian Bay
Building/Septic Inspector Assistant
(Summer Student Position)

The Township of Georgian Bay is a growing water-based community located in the District of Muskoka along the eastern shore of beautiful Georgian Bay. The Township has a permanent resident population of approximately 2,500 and an additional seasonal population of approximately 15,000. The municipal office is a short commute from Barrie, Midland and surrounding area.

Working under the direction of the Chief Building Official, the Building/Septic Assistant will aide the Building Inspectors in conducting onsite septic inspections which includes conducting dye tests. Other duties will include administrative functions such as completing inspection reports, data entry, filing of reports and sending out form letters.

Working Conditions: This position is based out of Port Severn but will require travel throughout the Township which encompasses MacTier, Honey Harbour, Port Severn and surrounding areas.

As we are a water based community, it is estimated that up to 80% of the workload involves inspections that are water access only and therefore travel by boat is required.

Required Qualifications:

- Currently enrolled in a post secondary education program
- Good computer and records management skills
- Good customer service and communication
- Must provide own safety footwear
- Reliable means of transportation to get to work
- Working knowledge of Georgian Bay waterway is an asset

Hourly Rate: \$15.39 per hour plus 4% vacation pay based on a 35 hour work week.

Interested individuals are asked to forward their resume and cover letter no later than **4:00 p.m. on Monday May 27, 2019** to the Human Resources Department by **email jobs@gbtownship.ca** or **fax 705-538-1850**

The Township is an equal opportunity employer which values diversity in the workplace. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest in the Township of Georgian Bay; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Privacy Protection Act, all information collected under the authority of the Municipal Act, 2001, will be used only during the selection process for the subject of posting.