



Employment Opportunity  
**Building/Septic Inspector Assistant**  
Summer Student Position (May – September 2023)

Competition #2023-01

**Overview:** 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 16,000. The municipal office is located in Port Severn which is a short commute from Barrie, Midland, Orillia, and surrounding area.

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

**Working conditions:** This position is based out of Port Severn but will require travel throughout the Township including Honey Harbour and MacTier.

Many inspections will take place at water access only properties, therefore travel by boat is required. The successful candidate must provide CSA approved safety footwear upon hire.

**Knowledge/experience:**

- Enrolled in a post-secondary education program such as Engineering Technology, Environmental Studies, or a related program would be considered an asset.
- Current Ontario Class G Drivers Licence.
- Ability to provide a clean drivers abstract upon hire.
- Boat Operator Licence is an asset.
- Working knowledge of Georgian Bay waterway is an asset, as is knowledge of the Ontario Building Code.
- Good computer and records management skills.
- Excellent customer service and communication skills.

**Compensation:** \$17.50 per hour plus 4% vacation pay based on 35-hour workweek, Monday to Friday.

Interested individuals are asked to forward their resume and cover letter no later than **4:00 p.m. on January 31<sup>st</sup>, 2023**, to the Human Resources Department by email [jobs@gbtownship.ca](mailto:jobs@gbtownship.ca).

The Township of Georgian Bay is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and 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.