# RIDEAU VALLEY CONSERVATION AUTHORITY

## JOB DESCRIPTION

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| Position Title: | **REGULATIONS INSPECTOR (SEPTIC)** | |
| Department: | Regulations | Supervisor's Position Title: **DIRECTOR OF ENGINEERING REGULATIONS** |
| Classification: | Band 5 | Date of Issue: March 12, 2021 |

### JOB SUMMARY

Under general direction, ensures compliance with *Part 8* of the Ontario Building Code, *Part IV* of the Clean Water Act as well as other regulations. May deliver courses and maintain the equipment and structure of the Ontario Rural Wastewater Centre.

### RESPONSIBILITIES

1. Inspects sewage system installations to ensure compliance with the *Ontario Building Code.* Evaluates and approves applications for sewage system permits. Evaluates and approves applications for alterations or additions to sewage systems.
2. Evaluates Section 28 applications when a septic system is proposed in the regulated area.
3. Performs inspections and monitors development activity to ensure compliance with regulations, codes, permits and authorizations. Investigates and evaluates complaints. Has the authority to issue an "Order to Comply" and "Stop Work Order" under the *Ontario Building Code Act*.
4. As a technical expert, provides advice, assistance, information and guidance to clients, sometimes in controversial situations.
5. Prepares routine and ad hoc technical reports and statements.
6. When compliance issues cannot be resolved, may be required to present evidence at local appeal hearings, before Provincial tribunals or in Provincial Offences Court.
7. Conducts inspections through site visits to ensure compliance with Part IV policies
8. Issues enforcement orders where compliance with the policies is not met
9. Makes presentations to the Executive Committee (Hearing Board) for applications that do not meet policy.
10. May deliver training through the Ontario Rural Wastewater Centre (ORWC) and maintain ORWC equipment and structure.
11. Maintains compliance with the provisions of the Occupational Health and Safety Act and its regulations.
12. Keeps informed on new technology, regulations and legislation.
13. Performs other related duties as assigned

## EFFORT AND WORKING CONDITIONS

- Work takes place both indoors and outdoors, and occasionally in disagreeable circumstances and surroundings.
- Exposed to hazardous conditions (i.e. septic tank gases)
- Daily travel throughout Ottawa and occasionally throughout the Mississippi and Rideau Valley watersheds.
- Working hours may vary and overtime may occasionally be required. Fast-paced with regular deadlines and constantly changing priorities.

## MINIMUM QUALIFICATIONS

- Diploma or degree in environmental science, engineering technology or other closely related field
- Two or more years of relevant experience
- Eligible to become certified for Part 8 of the *Ontario Building Code* within a reasonable time from date of hire.
- Eligible to become a certified Risk Management Inspector under Part *IV* of the Clean Water Act within a reasonable time from date of hire.
- Excellent organizational skills and able to set own priorities;
- Able to work independently in a team environment;
- Excellent interpersonal skills with demonstrated ability to negotiate and diffuse potentially confrontational situations;
- Excellent verbal and written communications skills in English;
- Conversational French considered an asset
- Demonstrated ability to read and interpret technical plans, drawings and maps;
- Proficient in computer applications, especially MS-Word, Excel and Access;
- Physically capable of navigating difficult terrain and site conditions and operating a motor vehicle in similar conditions;
- Valid Class G or better Driver's license and a good driving record;
- Strong commitment to championing protection of the environment and the safeguarding of land and water resources.

## HEALTH AND SAFETY REQUIREMENTS

To meet health and safety standards and regulations, the incumbent must be trained and/or evaluated.

☑ First Day Orientation
☑ Annual Orientation
☑ RVCA Drivers Test
☑ Boater's Course
☑ Standard First Aid, CPR and Marine First Aid
☑ Hepatitis Vaccination Recommended

***To help identify other health and safety training requirements, tick off job activities that occur on a regular or irregular basis.***

☑Operates an RVCA vehicle
☑Operates a motorized boat.
☑ Works around water.
☑ Exposed to hazardous materials.