



SOUTH NATION
CONSERVATION
DE LA NATION SUD



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Job Stream: Conservation Program/Administration

Position: Part VIII Septic Assistant

Employer: South Nation Conservation

Position Summary: The incumbent provides clerical support for the Sewage system inspection.

REQUIREMENTS:

- Secondary School or College Diploma with office experience
- Computer skills including Word, Excel, Powerpoint
- Excellent verbal and written communications skills
- Excellent organisational and interpersonal skills
- Bilingual (French/English) is mandatory
- Valid Drivers Licence (Driver's abstract will be required)

SUMMARY OF MAJOR TASKS:

- Provide office support within the septic inspection program
- Arrange and gather necessary information for a sewage permit application and other application (renovation, severances, complaint) and assign to inspector
- Enter all applications in the septic inspection database
- Collect and track septic inspection fees and update the database
- Review sewage permit application location on geo-portal mapping and transfer to P&E for their review if necessary
- Communicate with the public (contractors, owners...) throughout the permit or application process
- Prioritize permits and inspections timeframes in order to respect the requirements of the building code
- Respond to calls concerning the inspection program and building code information
- Coordinate inspection requests and files for inspector's daily site visits
- Prepare letters and correspondence of outstanding permits and other applications
- Oversee the septic record search program
- Organize completed permits and other inspections for scanning
- Update monthly inspection stats on yearly report
- Assist the Enforcement officer in the preparation of complaint files and court proceedings
- Assist with annual meetings and any information sessions All duties must be performed in accordance with SNC Safety Policy and Procedures, as well as the Occupational Health and Safety Act and Regulations
- Other duties as assigned by supervisor

HEALTH AND SAFETY:

The incumbent shall:

- Work in compliance with the provisions of the Health and Safety Act and regulations;
- Use/wear the equipment, protective devices or clothing required by the employer;
- Report to their employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself/herself, or another worker; and
- Report to their employer or supervisor any contravention of the Health and Safety Act or regulations or existence of any known hazard.

Reporting:

- A daily record of work activities should be tracked on the SNC reporting spreadsheet to be submitted to the Supervisor weekly
- Notify the office as early as possible when taking sick leave
- Acquire Supervisor approval for scheduling time off

Location: This position will work out of the South Nation Conservation office in Finch, Ontario

Contact:

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