

# The Township of Muskoka Lakes is Recruiting: Sewage System Maintenance Inspector

Seasonal: May 5<sup>th</sup> – August 29<sup>th</sup>, 2025



## Muskoka Lakes

Anchored by the larger communities of Bala, Port Carling and Windermere, the municipality offers the sophistication of a popular tourism destination, plus the wholesomeness of country living. With an abundance of natural beauty, Muskoka Lakes is a great place to live, work and play. The Township provides an opportunity to learn, grow and build your career.

## Opportunity

Reporting to the Chief Building Official, and under direct supervision of the Sewage System Maintenance Inspector/Administrator, and Sewage System Inspector, this position is responsible for performing Phase I Sewage System Maintenance Inspections. The primary purpose of the program is to protect the quality of our drinking water and environment by identifying malfunctioning septic systems that may be contributing to the contamination of our lakes and environment.

## Responsibilities

- Act as Property Standards Officer/Inspector regarding Sewage System Maintenance Inspection Program, identify and plan areas to be inspected.
- Review and assess any septic information on file. Information could include drawings made by homeowner, septic/building permits, or pump out reports or previous inspection records. Where there is no information available, contact the property owner to collect information on their septic system.
- Attend properties throughout the Township to determine whether a sewage system is in compliance with the operation and maintenance requirements outlined in the Ontario Building Code.
- Conduct visual inspections of individual property sewage systems to determine if they are operating unsafely or poorly maintained, inclusive of: verifying clearance distances to wells and surface water bodies and thoroughly inspecting the exterior of the septic tanks and tile field to determine if the system is being maintained.
- Maintain detailed records, including entering site/system and field inspection results into the Townships' database, containing photos and statements where appropriate.
- Review complaints and concerns regarding septic system re-inspections.
- Answer general telephone, e-mail and counter inquiries relating to sewage system inspections, the Sewage System Maintenance Inspection Program and provide education to the public about maintaining private septic systems.
- Book appointments and maintain a daily schedule.
- Write reports, recommendations, letters and a year-end report.
- Work as a contributing member of a team and perform equal share of duties.

## Knowledge, Skills and Experience

- Ontario Secondary School Diploma or equivalent.
- Strong computer skills including Microsoft Word, Excel and Outlook.
- Valid Pleasure Craft Operator Card.
- Valid Ontario Driver's License (minimum G2).
- Working knowledge of the Ontario Building Code and Building Code Act.
- Standard First Aid and CPR Certificate, or willing to obtain.

## What We Offer



May 5<sup>th</sup> to August 29<sup>th</sup>, 2025  
35 hours per week  
Starting at \$19.85 per hour  
May participate in pension.

Interested candidates are invited to submit their resume and cover letter at:

<https://www.muskokalakes.ca/content/employment-opportunities>

If you require disability-related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. We thank all applicants for their interest and advise that only candidates selected for an interview will be contacted. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.