

PLANNING AND DEVELOPMENT ENVIRONMENTAL SYSTEMS SUSTAINABILITY LIAISON

Summary:	Performs site inspections on a variety of existing septic systems, discusses any visible problems and document all inspections.
Location:	Seguin Township
Department:	Planning and Development
Reports To:	Chief Building Official
Last Updated:	January 30, 2019

Tasks:

Inspections

1. Performs visual site inspections of septic systems for signs of malfunction and structural integrity where applicable (material, vegetation, etc.).
2. Completes visual inspection of leaching bed (if present) for signs of malfunction.
3. Completes visual inspection of privy/grey water pit/cesspool/holding tank (if present).
4. Records all information on private septic systems, including site diagram/layouts, measuring setbacks to structures, wells, water bodies, etc. as necessary.
5. Reviews existing septic system documentation with owner/representative and answers any questions.
6. Provides educational information to owner/representative when requested or applicable.
7. Reviews inspection reports with the owner/representative/Chief Building Official/Conservation Authority.
8. Produces reports demonstrating analysis of different inspections, issues and recommendations.
9. Inputs data into software.
10. Receives direction and guidance from the North Bay Mattawa Conservation Authority staff.

Customer Service

1. Discusses problems associated with maintenance.
2. Responds to inquiries from the public.
3. Writes letters and reports for owners/representatives, as required.

Other

1. Complies with Seguin Township policies and procedures.
2. Performs other related tasks as assigned by management.
3. Follows all Health and Safety Regulations.
4. Files and retrieves documents, as required.
5. Documents daily activities for future reference.
6. Must have a valid G2 driver's licence.