



EMPLOYMENT OPPORTUNITY

Building Official, Inspector – On-site Sewage Systems

Who We Are

North Bay-Mattawa Conservation Authority (NBMCA) was founded in 1972 by the Province of Ontario. As a community-based, non-profit environmental organization, NBMCA is dedicated to conservation, restoration and sustainable development on a watershed basis, considering human, economic and natural environment needs together in an integrated watershed management approach. NBMCA is one of 36 Conservation Authorities who are members of Conservation Ontario.

NBMCA acknowledges that we are in Robinson-Huron Treaty territory, the Traditional Territory and Treaty Lands of the Nbisiing Anishinaabeg, as well as the unceded and ancestral Traditional Territory of the Algonquin People.

Your Opportunity

NBMCA's On-site Sewage System program is designed to protect the environment and people's health and safety by regulating and ensuring compliance with Part 8 of the Ontario Building Code (OBC), regarding the installation and maintenance of private on-site sewage systems within designated areas of Nipissing District and the District of Parry Sound. Reporting to the Chief Building Official (CBO), Manager – On-site Sewage System Program, you will be conducting inspection of lands currently serviced or proposed to be serviced by on-site sewage systems to ascertain compliance with the provisions of the Ontario Building Code, Municipal By-laws and other applicable regulations and standards.

Key Responsibilities

- Responsible for the review, verifications and recommendation for approval to the CBO-SS, of all sewage system designs submitted and the inspection thereof, to ensure compliance with Part 8 of the OBC.
- Applications for approval include:
 - Sewage System Applications
 - Planning Applications
 - File Review Applications
 - Other land development proposals

- Responsible for the investigation of sewage system concerns regarding malfunctioning systems or systems that are in contravention of the OBC.
- Work in a professional manner and provide technical support to the public with respect to requirements of Part 8 of the OBC, relevant Municipal By-laws and other applicable legislation.
- Conduct background research on properties and conduct site inspections of existing systems as required by provincial legislation. This includes the Mandatory Maintenance Inspection program, which requires inspections of all on-site sewage systems identified in the North Bay-Mattawa Drinking Water Source Protection program as a significant threat to municipal drinking water sources. The OBC requires that these inspections be conducted every five years.
- Work in compliance with the *Occupational Health and Safety Act*, its regulations and the NBMCA's safety policies.
- Attends building/development, community and other meetings as required.

Required Knowledge, Skills & Abilities

- Proficiency in GIS and mapping tools; ability to interpret ecological data.
- Excellent verbal, and written communication skills for all correspondence.
- Excellent problem solving, conflict resolution, time management, communication, and organization skills.
- Ability to work independently and as part of a team in a fast-paced environment while meeting deadlines.
- Flexible and open-minded, with the ability to adapt to shifting priorities.
- Valid Ontario G-class driver's license required. (Required to be validated annually).

Education & Experience

- Post-secondary education in environmental or engineering technology, or other closely related field.
- Certification as a sewage system inspector for Part 8 of the OBC is an asset. (Willingness and ability to obtain the certifications will also be considered).
- Proficient in Microsoft and ADOBE applications.
- Experience with enforcement, property evaluations, and partnership development is an asset.

Working Conditions

- Combination of office and field work.

- Regularly required to work outdoors in adverse weather and uneven terrain.

Compensation

Salary Range - \$31.10 to \$36.38 per hour, based on a 35-hour work week.

Full-time contract (unionized).

March 2nd, 2026 – December 24, 2026. With the potential for a permanent position. Benefits package and participation in OMERS defined benefit pension plan.

To Apply

Please send your cover letter and resume no later than Friday, February 9, 2026 at 4:30 pm (EST) to: jobs@nbtmca.ca

Attention: Hiring Manager

North Bay-Mattawa Conservation Authority, 15 Janey Ave., North Bay, ON P1C 1N1

We thank all applicants for their interest. However, only those selected for an interview will be contacted.

NBMCA is an Equal Opportunity Employer. In accordance with AODA (Accessibility for Ontarians with Disabilities Act, 2005), NBMCA will provide accommodations throughout the recruitment process and employment to applicants. If you require an accommodation, please contact Liza Vandermeer at liza.vandermeer@nbtmca.ca. All personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*.