

**OPEN TO THE PUBLIC**  
**SAFETY STANDARDS OFFICER**

**DEPARTMENT OF COMMUNITIES, LAND AND ENVIRONMENT**  
**LOCATION: Charlottetown**

**FULL-TIME TEMPORARY POSITION**  
**(Commencing immediately for approximately 1 year)**

The purpose of this position is to review and approve development applications, and single lot subdivisions applications. This position also ensures that subdivision regulations, adopted for the protection of public health and safety and for the protection of the natural environment, are enforced. This position also provides front line assistance to owners/operators of central water and wastewater systems and the public with groundwater and on-site sewage disposal projects.

Duties will include:

- reviewing and processing applications for development permits, highway entrance-way permits, sewage disposal system permits and subdivision approval;
- providing advice and guidance to the public to ensure compliance with the *Planning Act* and regulations and environmental regulations and regulatory requirements for all subdivision, building and development approvals;
- preparing background information for regulation enforcement by notice, warnings and Summary of Offence tickets, when required and preparing evidence for legal action and the laying of charges;
- preparing cases for appeals and/or court cases;
- ensuring regulatory compliance with Provincial regulations respecting central and on-site water and wastewater systems and providing technical advice and recommendations;
- inspecting on-site sewage disposal systems and liaising with appropriate parties on issues of construction and design and preparing written reports;
- providing compliance and investigation support to Department staff when required.
- other related duties as required.

**Minimum Qualifications:**

- Applicants must have a degree in Urban and Rural Planning or Environmental Science supplemented with experience in a related field or certificate or diploma in Urban and Rural Planning or Environmental Science supplemented with considerable experience in a related field, with specific knowledge in water well and on-site sewage disposal systems and demonstrated additional course work in property law, presentations, surveying, resource or land use planning, geology, chemistry or hydrogeology
- [Demonstrated equivalencies will be considered.](#)
- Must have knowledge of the *Planning Act* Subdivision and Development Regulations, *Environmental Protection Act*' Sewage Disposal Systems Regulations, Water Well Regulations and Drinking Water and Wastewater Facility Operating Regulations, *Roads Act* Highway Access Regulations, *Building Code Act* Barrier Free Design Regulations, and *National Building Codes Act*.
- Some experience of computers, word processing and database programs.
- Must be eligible to be a Commissionaire of Deeds and Oaths for approval of Entrance Way Permits.
- Must be eligible for certification in the Island Technology Professionals (ITP) association, or registration as a professional planner.
- Strong communication skills are required.
- The successful applicant must provide a satisfactory criminal records check prior to beginning employment.

**Other Qualifications:**

- Knowledge of IRAC appeals process, and subdivision and development approval process will be considered an asset.
- Experience in the administration of subdivision and development (private, municipal or government) will be considered an asset.
- Additional relevant education and experience will be considered an asset.

**Note:** Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

**Salary Range:** \$25.66 - \$30.53 per hour (Level 14)  
**Bi-weekly hours:** 75.0 hours bi-weekly  
**Posting ID#:** 130111-0717CLTO  
**Closing Date:** Monday, August 14, 2017 4:00 p.m.

Please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902-368-4383). IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE. Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at [www.gov.pe.ca/jobs](http://www.gov.pe.ca/jobs). Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone 368-4080.