

Internal ☒ / External ☒
25-73

Position:	PUBLIC HEALTH INSPECTOR		Number of Positions:	1
Classification:	TEMPORARY	NON-UNION	FTE:	1.0 = 35 HOURS PER WEEK
Department:	ENVIRONMENTAL HEALTH		Program:	GENERAL
Location:	COOKSTOWN		Anticipated Date of Hire:	DECEMBER 15, 2025
Salary Range:	\$47.01 - \$52.62 HOURLY		Position Duration	ANTICIPATED TO LAST UP TO APRIL 9, 2027, WHICH MAY BE SUBJECT TO AN EXTENSION IF REQUIRED
			Posting Date:	NOVEMBER 5, 2025
Criminal Record Check:	Required ☒ YES ☐ NO		Vulnerable Sector Screening:	Required ☒ YES ☐ NO

Purpose of Position:

The Public Health Inspector (PHI) is an integral member of the public health team providing public health services based on the principles of health protection, health promotion, disease prevention and education. Responsibilities include investigating and identifying hazards in a variety of settings, and providing information, direction and/or orders to eliminate or ameliorate hazardous conditions.

PHIs are statutory officials under the Health Protection and Promotion Act and related regulations. Services provided to the community are defined in the Health Protection and Promotion Act and the Ministry of Health's Ontario Public Health Standards: Requirements for Programs, Services and Accountability.

See Public Health Inspector position description for further details of the Public Health Inspector role.

Responsibilities:

- Actively participate in the delivery of Public Health programs; ensure compliance with regulatory standards & Ontario Public Health Standards related to health protection and promotion, on behalf of the agency;
- Provide public health services based on the principles of health protection, health promotion, disease prevention and education;
- Enforce legislation & represent the agency in legal proceedings; and
- Contribute to team and agency effectiveness.

Specific knowledge, skills, abilities:

- Demonstrated investigative and observational skills;
- Demonstrated oral and written communication skills;
- Demonstrated negotiation and collaboration skills;
- Demonstrated organization and time management skills;
- Demonstrated priority setting, and decision-making skills;

- Strong knowledge of all relevant legislation and standards, including the judicial process as related to environmental and public health;
- Thorough knowledge of scientific and technical aspects related to environmental health issues;
- Demonstrated knowledge of health promotion theory and principles;
- Proven advanced knowledge of infection prevention & control strategies/practices;
- Proven epidemiological knowledge and skills;
- Proven knowledge and experience in risk assessment, risk management and risk communication;
- Diplomacy and political astuteness;
- Basic skills in Microsoft Word, Excel, PowerPoint and Outlook;
- Valid driver's license and reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit district; and
- Demonstrated ability to work independently within established parameters and to function effectively as a member of a team.

Education:

- Bachelor Degree in Applied Science in Environmental Health, or equivalent AND a Certificate in Public Health Inspection (Canada).

Related Experience:

- 1-3 year's relevant experience. Certified Public Health Inspector's with less than 1-year experience may be considered.

Preference will be given to candidates with the following qualifications which are considered assets in this competition:

- Regular membership with the Canadian Institute of Public Health Inspectors (CIPHI).

Deadline: 4:00 pm, WEDNESDAY, NOVEMBER 12, 2025

This is an internal non-union posting. External applicants may be considered when the internal recruitment process does not result in a successful internal candidate.

For further details: refer to the **Public Health Inspector** position description.

For both internal SMDHU applicants and external applicants interested in applying for this position, please forward your completed application to Human Resources at hr@smdhu.org referencing posting **#25-73** in the subject line. Your formal application consists of submitting both an up to date résumé and a separate cover letter including specific examples in detail of how you meet the minimum requirements and qualifications of this position.

The cover letter is to clearly identify:

- How your education meets the educational requirements listed.
- Specific examples of how your experience meets the experience requirements listed.
- Specific examples of how your experience meets each of the minimum requirements of the job listed.
- Specific examples of how your education and/or experience meet each of the preferred assets listed in this competition.

Applicants who fail to satisfactorily provide all of the detailed information requested above in their cover letter will be deemed to not meet the minimum job requirements listed in this job posting. Accordingly, their application will not be considered in this competition.

Following submission of your e-mailed cover letter and resume, you will receive a standard reply e-mail confirming your e-mail was received by SMDHU. If you do not receive this confirmation e-mail your electronic application was not received and you will not be considered. Also, if SMDHU's confirmation e-mail is dated/timed after the posting deadline, your application will not be considered as you would have missed the application deadline.

If selected for an interview, candidates may be assessed through testing and/or by providing a presentation/portfolio highlighting examples of their work that is applicable to the position being applied to.

The Simcoe Muskoka District Health Unit is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process upon request. Due to the number of qualified applications we receive, only those selected for an interview will be contacted.

All candidates must be legally entitled to work in Canada.