

South East Health Unit

formerly



Public Health Inspector

Competition #: 25.05	Program: Healthy Environments	
Date Posted: May 29, 2025	Date Closed: Open until filled	
Location: Bancroft	Type: Full Time - Contract	FTE: 1.0
Commencement Date: April 2025	End Date: November 2026	
Status: CUPE 3314	Salary: \$42.10 - \$48.82/hour	

POSITION SUMMARY:

Reporting to the Manager, Healthy Environments, the Public Health Inspector (PHI) conducts inspections to identify sources of disease, potential or actual health hazards, and ensures the completion of appropriate steps and/or actions required to mitigate and resolve such situations or issues of non-compliance. As part of a multi-disciplinary team, provides response during outbreaks, business, or community emergencies.

As required, shares public health knowledge and experience with team and/or the community to assist in the planning, evaluation, assessments, and delivery of program services and strategies. Through public health education, promotes improved health, the prevention of disease and injury, and the control of threats to human health, in compliance with the Health Protection and Promotion Act (HPPA), the Reopening Ontario Act, Emergency Measures and Civil Protection Act, and associated regulations.

Responsibilities Include:

- Carries out routine inspections as per SEHU policy, and the Ministry of Health (MOH) standards, protocols and guidelines for food safety, water quality, recreational water, rabies control, vector-borne disease, climate change, emergency preparedness, outbreak control, infection control, personal service settings, and others as determined by the MOH.
- Detects and identifies health hazards and works toward eliminating or mitigating health hazards in assigned areas, including emergency conditions.
- Conducts environmental sampling to assess the potential or existence of a health hazard.
- Investigates and reports on complaints of public health significance and responds to requests for services or information in a friendly and professional manner.
- Collects and submits water, food, and other samples for laboratory analysis and interprets results.
- Issues, when necessary, Community Health Protection Orders, Offence Notices, Summonses, and other legal documents as a Provincial Offences Officer.
- Plans and conducts training and educational sessions as needed, in conjunction with community partners and internal SEHU teams.
- Acts as a source of professional public health knowledge, to the public, SEHU teams, and community partners, and participates in program initiatives to foster specialized professional knowledge.
- Maintains accurate, up-to-date, and professional reports and records for the provision and evaluation of services, referrals, and potential litigation, and participates and/or assists in legal proceedings as required.
- Assists with or acts as a preceptor/mentor to student Public Health Inspectors, as assigned.

- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education

- Bachelor of Science in Environmental Health or equivalent.
- Current certificate in Public Health Inspection (Canada).
- Environmental Health graduates (as of January 2017) must be CIPHI members.

Experience

- One (1) year of related experience preferred.
- Previous experience in public health is an asset.

Knowledge, Skills, and Abilities

- Demonstrated knowledge of the Health Protection and Promotion Act and related regulations.
- Ability to work independently with sound judgement and decision making.
- Strong communication, organizational and interpersonal skills.
- Computer proficiency (Microsoft Office) and a demonstrated ability to learn new software programs.
- Immunizations must be up-to-date and maintained in compliance with all applicable policies.
- Valid Ontario driver's license and access to a reliable vehicle.
- Satisfactory Criminal Record and Judicial Matters Check.
- Willing to obtain WNV Pesticide Licences.

Contract Duration:

This position will start as soon as possible and continue up to November of 2026.

Working Conditions:

Interact with clients in a variety of community and institutional locations; possible exposure to communicable diseases and biological specimens; potential needle stick injury; flexible working hours required with weekend or evening services on an as needed basis. Typical working hours are 8:30 am to 4:30 pm. Use of a vehicle, as well as frequent travel are required.

If you are interested in applying, please review our [Submission Guidelines](#) on our website.

Applications must be emailed to: careers@hpeph.ca

Please note: As of January 1st, 2025, SEHU is a newly merged entity of three legacy public health units, each with its own collective agreement. This process may result in the same role with similar job postings appearing at different locations or with varying compensation rates. If you are unsure which posting applies to you or have questions about the role, pay, or location, please contact us:

For Hastings Prince Edward: careers@hpeph.ca

For Kingston, Frontenac, Lennox & Addington: HR@kflaph.ca

For Leeds, Grenville & Lanark: HR@healthunit.org

We appreciate your understanding as we work toward a unified structure.

South East Health Unit (formerly Hastings Prince Edward Public Health) is situated and provides services on the traditional territory of the Anishinaabe, Huron-Wendat and Haudenosaunee people.

South East Health Unit welcomes applications from individuals living with disabilities. To make arrangements for accommodation during the recruitment process, please contact Human Resources.