

**Apply By:** Tuesday, April 26, 2022 11:59 pm EDT

 **PRINT**

## AMENDED - FUEL AND TOBACCO TAX INSPECTOR

**Organization:** Ministry of Finance

**Division:** Tax Compliance and Benefits Division - Compliance Branch

**City:** Hamilton, London, Oshawa, Ottawa

**Job Term:** 9 Permanent, 3 Temporary - (9) permanent positions and (3) temporary contracts for up to 12 months with the possibility of extension

**Job Code:** 05933 - Fuel & Tobacco Tax Inspector

**Salary:** \$1,100.55 - \$1,313.34 Per Week\*

\*Indicates the salary listed as per the OPSEU Collective Agreement.

Understanding the job ad - definitions

**Posting Status:** Open

**Job ID:** 178981



**Apply Online**



**View Job Description**

Are you a team player who is committed to your community through public service? Do you have an interest in public education and performing inspections? Then this is the opportunity for you.

### What can I expect to do in this role?

In this role, you will:

- conduct inspections and perform compliance reviews in a variety of settings including: fuel and tobacco retailers and distributors, tobacco farming and processing operations, as well as commercial motor vehicles and inter-jurisdictional transporters
- provide education on legislative requirements with the Fuel Tax Act, Gasoline Tax, Act, International Fuel Tax Agreement, Tobacco Tax Act and applicable regulations
- review documents, permits, licenses, contracts and applicable inventories
- identify illicit products and transactions
- calculate tax liabilities and/or issuance of penalty assessments and other sanctions

Please note: This position is available in multiple locations. When applying, please choose the location that you would consider working from.

### How do I qualify?

#### Mandatory

- You have a valid Ontario class 'G' driver's licence or equivalent, as recognized by the Province of Ontario.
- You have the ability to drive a motor vehicle. Extensive travel required without the use of a public transportation (bus, cab, train, etc.)
- You are able to work irregular hours.
- You are able to pass colour vision screening (being able to distinguish hues and colour markings).

#### Communication and interpersonal skills:

- You have very strong verbal communication and interpersonal skills to deal with operators, drivers and business owners in an assertive but respectful and supportive manner.

- You have proven oral and written communication skills to prepare clear and concise reports.
- You are able to effectively represent the Ministry in public awareness programs.

#### **Technical knowledge:**

- You have knowledge of and the ability to interpret and apply relevant legislation, policy and procedures.
- You have knowledge and/or experience in regulatory compliance and Ontario Court proceedings to gather evidence, provide testimony and provide support to prosecutions.

#### **Analytical and judgment skills:**

- You have strong analytical and evaluation skills to conduct inspections, examine records and assess compliance.
- You have sound judgment and take initiative to assess compliance in potentially difficult or contentious situations.

#### **OPS Commitment to diversity, inclusion, accessibility, and anti- racism:**

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Visit the **OPS Anti-Racism Policy** and the **OPS Diversity and Inclusion Blueprint** pages to learn more about the OPS commitment to advance racial equity, accessibility, diversity, and inclusion in the public service.

We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's **Human Rights Code**. Refer to the application instructions below if you require a disability-related accommodation.

#### **Additional Information:**

##### **Address:**

- 1 Permanent, 667 Exeter Rd, London, West Region, Criminal Record and Judicial Matters Check, Driver's License History
- 6 Permanent, 33 King St W, Oshawa, Central Region, Criminal Record and Judicial Matters Check, Driver's License History
- 2 Permanent, 1400 Blair Pl, Ottawa, East Region, Criminal Record and Judicial Matters Check, Driver's License History
- 1 Temporary, duration up to 12 months, 119 King St W, Hamilton, West Region, Criminal Record and Judicial Matters Check, Driver's License History
- 2 Temporary, duration up to 12 months, 33 King St W, Oshawa, Central Region, Criminal Record and Judicial Matters Check, Driver's License History

##### **Compensation Group:**

Ontario Public Service Employees Union  
Understanding the job ad - definitions

##### **Schedule:**

A

##### **Category:**

Inspections and Investigations

##### **Posted on:**

Tuesday, April 5, 2022

##### **Note:**

- In accordance with the Ontario Public Service (OPS), Employment Screening Checks Policy (ESCP), the top candidate(s) may be required to undergo a security screening check. Refer to the above to determine the screening checks that are required for this position.

Required security screening checks along with your written consent, will be sent to the Transition and Security Office (TSO), Talent Development Branch, Talent and Leadership Division to evaluate

the results. If applicable, the TSO, with your written consent, will request and obtain any additional employment screening checks that were not obtained directly by you.

A record under the Criminal Code and/or other federal offence record(s) does not automatically mean you will be ineligible for the position. The employment screening check(s) will only be reviewed and evaluated by the TSO for the purpose of making a security clearance decision. The details of an individual's employment screening check(s) will be considered in specific relation to the duties and responsibilities of the position being filled. Employment screening check records will be maintained by the TSO and kept strictly confidential.

- Effective October 1, 2021, the OPS COVID-19 Safe Workplace Directive requires all Ontario Public Service employees to provide proof they are fully vaccinated, meaning they are fully vaccinated as defined by the Ministry of Health (refer to: **COVID-19 Fully Vaccinated Status in Ontario**), including 14 calendar days have passed since receiving their final dose of the COVID-19 vaccine.

Employees who do not provide proof of full vaccination will be deemed 'not vaccinated' under the Directive and will be required to attend a vaccine education program and undergo regular rapid antigen testing. Employees who are not vaccinated under the policy with a valid medical exemption will not be required to attend a vaccine education program but must undergo regular rapid antigen testing.

## How to apply:

1. You must **apply online**.
2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the **Writing a Cover Letter and Resume: Tips, Tools and Resources**.
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
4. Read the **job description** to make sure you understand this job.
5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please **Contact Us** to provide your contact information. Recruitment Services staff will contact you within 48 hours.

**Please be advised that the results of this competition may be used to form an eligibility list of qualified candidates to potentially fill future vacancies represented by the Ontario Public Service Employees Union (OPSEU). In accordance with the Collective Agreement, eligibility lists are shared with OPSEU representatives. By applying to this competition, you are providing consent that your name may be shared with OPSEU representatives.**

**All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.**

**Remember:** The deadline to apply is **Tuesday, April 26, 2022 11:59 pm EDT**. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**Job advertisements for positions that have been designated bilingual will be provided in both English and French on the website. Positions that are not designated bilingual are not translated and are displayed in English only on both the English and French versions of the website.**

**Les annonces d'emploi pour les postes désignés bilingues sont publiées en anglais et en français sur le site Web. Les annonces pour les postes qui ne sont pas désignés bilingues ne sont pas**

traduites et elles figurent en anglais seulement, tant dans la version française que dans la version anglaise du site.

**The Ontario Public Service is an inclusive employer.**

**Accommodation is available under the *Ontario's Human Rights Code*.**

Note: The only website where you can apply on-line for positions with the Ontario Public Service is

<http://www.gojobs.gov.on.ca>



**Apply Online**

**Ontario** 

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