



## **JOB OPPORTUNITY**

### **By-Law Enforcement Officer**

The City is looking to recruit for a full time permanent By-Law Enforcement Officer; this is a full time unionize position.

#### **Primary Function**

Reporting to the Chief Building & By-Law Official, the By-law Enforcement Officer duties and responsibilities include the following:

#### **Duties and Responsibilities**

- Enforce provisions of municipal by-laws including but not limited to parking by-laws and parking agreements and property standards by-law, including the laying of charges, serving of summons and subpoenas with respect to these matters
- Receive and process complaints regarding municipal by-laws
- Maintain reports and records on by-law investigation or violations and prepare evidence
- Answer telephone and over the counter inquiries regarding municipal by-laws, property standards by-law, parking and Provincial Offences Act
- Review and report on new legislation or revisions to existing legislation relating to property, parking and other general municipal by-laws
- Inspect properties to ensure adherence of all applicable municipal by-laws
- Investigate complaints and non-conformance to by-laws
- Document and accumulate the necessary documents, legal and otherwise, for the processing and prosecution of parking tickets as well as conduct all administration and co-ordination for the Administrative Penalty System
- Assist the Chief Building Official with regards to responses to lawyers search requests, reports to Council and drafting of by-laws
- Act as a spare Crossing Guard when required
- Liaison with the Joint Board Management Niagara Region Courts
- Review process and inspect permit applications for swimming pools, signs, and vehicle permits regulated by the by-laws of the City of Thorold
- Provide supervision of contractors related to the remediation of by-law related matters
- Liaise with municipal committees and outside agencies on issues related to the By-laws of the City of Thorold and the enforcement thereof
- Provide delivery services for various municipal departments such as the delivery of Council packages and correspondence as well as legal documents and the like
- Intake, review, inspect and issue Residential Rental Licences

#### **Education/Experience**

- Minimum of two (2) years College Diploma in law enforcement or a related field along with Provincial Offences Officer designation
- Minimum of two (2) years municipal experience in by-law enforcement or a related field

- Municipal Law Enforcement Officer Certified designation with the Municipal Law Enforcement Officers' Association an asset;
- Certified Property Standards Officer designation from the Ontario Association of Property Standards Officers an asset
- Excellent customer service;
- Dispute resolution;
- Applied knowledge of applicable/related legislation/regulations, guidelines, policies and local by-laws;
- Knowledge of tribunal/court rules of procedure;
- Knowledge of routine office procedures, practices and equipment.

### Conditions of Employment

Required to work under the direction of the Chief Building and By-Law Official with considerable independence of action. Work performed in a unionized office environment with field inspections as required. Valid driver's license and use of a personal vehicle in carrying out field inspections is required. Some overtime and flexibility of working hours may be required. Good written and verbal communication skills are required. Must be able to deal effectively with the general public.

The above statement reflects the principal functions and duties as required for proper evaluation of the job. Other related duties can only be considered part of the job if they directly relate to the primary function contained herein.

**Job Location:** City Hall  
3540 Schmon Parkway, Thorold

**Job Rate:** \$30.06 - \$31.57 (2021 rate) plus \$6.34 per hour market premium

**Hours of Work:** Schedule will be four shifts/35 hours per week, shifts scheduled between 6:00 am and 7:00 pm. must be available to work weekdays, evenings and weekends as needed

**Start Date:** July 4, 2022

Interested candidates are invited to submit their detailed resume and cover letter to the Manager of Human Resources at [hr@thorold.ca](mailto:hr@thorold.ca) no later than, **May 29, 2022**. Please indicate the position you are applying to in the email subject line. **Only those applicants selected for an interview will be contacted.**

***Please be aware that the City has a COVID-19 Vaccination Policy. Under that Policy, as a condition of employment, all new hires must be fully vaccinated (subject only to a bona fide human rights exemption).***

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human rights code, the City will provide accommodation to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform staff of the nature of any accommodation(s) that you may require.

Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes.