



Posted: Wednesday, November 28, 2018

Job Number: E-18-31

Job Type: Full-time Permanent, Non-union

Closing Date: Wednesday, December 12, 2018

Choose Barrie

The City of Barrie is a vibrant, progressive and growing community with deep connections to our heritage, to nature and to the opportunities surrounding us.

Our community values quality of life; the ability to play year-round with 300 hectares of park space, our beautiful waterfront, our lively downtown core and the nearby hills, wetlands and forests. We also value connections; to our neighbours and the community, to our road and rail network, and to the opportunity Barrie provides to enjoy life.

Everything Barrie has to offer, from the water we drink to the roads we travel on, has one thing in common - municipal workers. Joining a municipality is one of the most rewarding, engaging and exciting careers you could choose. It is a career you can take pride in knowing that every day you make a positive impact on an entire community. We are one team, with one goal and we all work together to continue making our community great.

The Opportunity

The Legislative and Court Services Department is comprised of three branches; Legislative Services (which includes Council Secretariat, Corporate Mail and Print Services, Vital Statistics and Access and Privacy Services), Court Services (which is responsible for the administration of justice within two court service areas in compliance with the Provincial Offences Act, the Memorandum of Understanding and Inter-municipal Service Agreements) and Enforcement Services which is responsible for administering and enforcing several municipal by-laws including but not limited to regulations related to the parking of vehicles, pet controls, property maintenance, business licensing, and sign placement).

Under the general guidance and direction of the Manager of Enforcement Services, the Supervisor Enforcement Services position is responsible for the supervision, operation, and administration of the Enforcement Services Branch of the Legislative and Court Services Department. Specifically, this position is responsible for supervising and overseeing the administration and enforcement of City by-laws, and property standards provisions to ensure adherence and compliance with municipal by-laws, provincial legislation, and corporate policies and procedures. This position recommends and implements procedural and operational changes regarding municipal by-laws; ensures staff are trained and resourced to fulfill obligatory requirements; liaises and collaborates with service partners on special projects and/or targeted enforcement initiatives; and provides functional and technical advice, guidance, and expertise to a variety of stakeholders regarding municipal law enforcement related matters. Overall, this position plays an integral role in effectively managing the administration and enforcement of City by-laws, and property standards provisions, which enables the City of Barrie to protect the health, safety, order and comfort of residents and visitors, and enhance the quality of life for the community.

Our Culture and Qualifications of the Job

Corporate Culture

- Your workplace values align with our corporate values of **Strive, Share and Care** and you want to join us in providing exceptional services and programs to build a prosperous, growing and sustainable community

Education (degree/diploma/certifications)

- Two (2) year College Diploma in Law Enforcement, Building Design and/or Construction or related discipline
- Municipal Law Enforcement Officer Certified (M.L.E.O. (C)) from the Municipal Law Enforcement Officers' Association (MLEOA) and/or Certified Property Standards Officer (C.P.S.O) from the Ontario Association of Property Standards Officers (OAPSO)
- Valid Canadian Possession and Acquisition Licence (PAL)
- Valid Ontario Class "G" Driver's Licence in good standing

Experience

- Five (5) years of progressive experience performing the above mentioned major responsibilities in a by-law administration and/or enforcement work environment, including one (1) year of leadership/supervisory experience

Knowledge/Skill/Ability

- Thorough knowledge and understanding of the following:
 - Provincial Offences Act
 - Planning Act
 - Building Code Act
 - Highway Traffic Act
 - Municipal Act
 - Dog Owners Liability Act
 - Fire Code
 - Firearm Regulations
 - Occupational Health and Safety Act
- Working knowledge of pertinent sections of the Building Code Act, including building construction techniques and materials
- Working knowledge of management principles, labour relations principles and collective agreement administration, and contemporary management practices
- Demonstrated ability to:
 - interpret data, identify problems and make recommendations for process improvements
 - conduct research, prepare reports, and deliver presentations
 - think and act strategically in a political and community service environment
 - lead, coach, advise and support staff
 - build strong and enthusiastic staff teams
 - develop, promote and maintain effective and collaborative liaison with City employees, external agencies, government agencies, the general public, suppliers, consultants, contractors and other stakeholders
 - maintain a high standards of public relations at all times
 - lead and inspire innovation and the adoption of best practices
 - align Branch services with departmental and corporate goals/objectives; and
 - champion the mission and values of the City
- Excellent interpersonal, customer service, project management, organizational, analytical, written and oral communication, prioritization, problem solving, teamwork, staff leadership and supervisory skills
- Computer literacy utilizing Microsoft Office Suite (Excel, Outlook, PowerPoint, Word), Microsoft Project, Microsoft Visio, Adobe Professional, GIS software, database software, records management software and inspection tracking software
- Availability on a continual basis to assist with after-hours questions, concerns, and/or emergencies regarding municipal law related matters and to attend after-hours evening/weekend meetings or special events

Other Important Information

Location: Enforcement Services Office, 45 Cedar Point Drive, Barrie

Hours: The normal hours of work are 35 hours per week, Monday to Friday, 8:30 am to 4:30 pm, with overtime required occasionally to attend Council/General Committee, Public Meetings, Hearings and other after-hours meetings. This position is required to be on-call on a continual basis to respond to after-hour questions, concerns and or emergencies regarding municipal law related matters.

Wage: This is a Level 12 position on the Non-Union Pay Scale with a 2018 pay range of \$76,530.26 to \$97,694.09 per year (\$42.05 to \$53.68 per hour)

Benefits: This position includes a comprehensive non-union benefit plan, including but not limited to extended health and dental coverage, life and accident insurance, paid vacation and sick days, short/long term disability plans, OMERS pension plan, discounted rate for City Fitness Memberships and much more

The Application Process

Please submit your resume electronically by quoting file # **E-18-31 Supervisor of Enforcement Services** in the subject line (*MS Word or pdf format only*) to email Hire.Me@barrie.ca by **Wednesday, December 12, 2018**.

Don't meet the credentials as outlined but have years of directly related experience? Please see the City's [Education Equivalency Procedure](#) to determine if you may qualify for equivalency. Further information is available at www.barrie.ca/JobOpps.

- Position Equivalency Code: C

Please note that verification of educational credentials will be required at the interview stage of the selection process.

The City of Barrie is an equal opportunity employer and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) for the purpose of candidate selection.

The job posting has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this job title. It may not contain a comprehensive inventory of all duties and responsibilities required of employees to do this job. For full position details, please request a copy of the Job Description by emailing Hire.Me@barrie.ca.

We thank all applicants and advise that only those selected for an interview will be contacted.