



## VACANCY POSTING

<p><b>POSTING #: CUPE-2017-39</b></p> <p><b>Posting Period: October 5 – October 17, 2017</b></p>	<p><b>EMPLOYEE GROUP: CUPE Local 4700 (Haldimand)</b></p> <p><b>POSITION STATUS: Permanent Full-Time</b></p> <p><b>Hours worked per week: 35 (may be required to work outside of normal work schedule)</b></p>
<p><b>Position: Senior By-Law Enforcement Officer</b></p> <p><b>Grade: 8</b></p> <p><b>Wage Rate: \$26.628 - \$30.825 / hr. (January 2017 range)</b></p>	<p><b>Department / Division: Planning &amp; Economic Development / Building Controls &amp; By-Law Enforcement</b></p> <p><b>Location: Caledonia</b></p>

### PURPOSE OF POSITION:

Reporting to the Supervisor, Building Controls & By-Law Enforcement, the incumbent will:

- Provide interpretations and advice to the by-law enforcement personnel as well as to Division management in regard to by-law enforcement and enforcement policies and procedures and relative legislation;
- To review new or amended legislation specifically as it relates to zoning, by-law enforcements and the rights of individuals
- To be aware of case law and how it affects interpretations and implementation of all municipal regulatory and zoning by-law as well as other issues, i.e. civil issues.
- Act as Property Standards Officer and enforce related municipal by-laws and legislation

### EDUCATION & EXPERIENCE

- Community college graduate in studies relative to accountabilities (for example, Law & Security)
- Must be a certified Municipal Law Enforcement Officer
- Must be a certified Property Standards Officer

### PLUS

- A combination of over three and up to and including four years previous related work experience and on the job experience

Or equivalent to the above.

### KNOWLEDGE & SKILLS REQUIRED:

- Sound knowledge of relevant legislation and municipal by-laws, procedures, etc.
- Proven ability to deal with situations in a diplomatic and sensitive manner
- Proven conflict resolution skills
- Proven communication skills (verbal, written and listening)
- Demonstrated ability to multi-task and prioritize work when there are many demands

Human Resources Division, Cayuga Administration Building,  
45 Munsee Street North - P.O. Box 400 - Cayuga, Ontario N0A 1E0

Fax: (905) 772-3541 OR E-Mail: [careers@haldimandcounty.on.ca](mailto:careers@haldimandcounty.on.ca)

- Demonstrated political astuteness when dealing with politicians and ratepayers
- Valid Ontario driver's license – class G

#### **Computer Expertise:**

The incumbent must possess introductory and intermediate level computer skills scored at 65% or higher for Outlook and at least one of Word / Excel / PowerPoint to ensure their

- proven ability to apply essential functions of desktop software to create simple spreadsheets, documents,
- send and receive emails,
- use Internet for research,
- file management
- and/or require introductory to intermediate knowledge of department or division-specific software to accomplish job tasks

#### **Machines Operated:**

Computer, digital camera, tape measure, general office equipment

#### **Accountabilities / Tasks**

Include, but are not limited to, the following:

- Respond to and document all complaints received from the public.
- Take follow-up action in response to complaints of alleged by-law violations; investigate to determine validity of complaint; follow up through issuance of letters and / or order to comply
- Plan / organize patrol schedules for parking enforcement program; issue tickets when a clear violation is evident
- Undertake administrative actions required to ensure appropriate follow-up and conclusion of violations
- Prepare monthly report for Ministry of Transportation
- Ensure that all requirements for licensing by-laws are adhered to for salvage yards, campgrounds, hawkers and peddlers
- Prepare cases for Court based on investigation (for example, prepare and swear affidavits, subpoenas and various other Ontario Court documentation and service and file same, arrange initial court dates, prepare summarization of occurrence briefs and include required certified documents, land title searches, if required)
- Attend at court (POA, Supreme Court of Ontario for Examination for Discovery, Notice of Motion and trials to provide testimony, if required
- Assist with drafting of municipal by-laws, by-law amendments and public notices, as required
- Research and / or coordinate information for various manuals / procedures and provide recommendation regarding action to be taken
- Undertake various assignments / projects as directed

#### **All Haldimand County employees are expected to:**

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

This position requires:

- a current (within the past 6 months) Police Check    YES – OPP LE 219

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**Those who are interested in applying for this position must submit a resume and covering letter as appropriate in confidence to Human Resources by 4:30 p.m. on the last day of this posting. Only those who are selected for an interview will be contacted.**

### **AN EQUAL OPPORTUNITY EMPLOYER**

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

*As per current Legislation, if it is determined that those employees with priority placement status are suitable for this job, before a selection decision has been made, this competition may be cancelled.*

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