



Township of Lake of Bays

Exciting new opportunity!

BY-LAW ENFORCEMENT OFFICER 35 Hours per Week

Responsibilities:

The successful candidate will:

- Ensure compliance and enforcement with relevant legislation, property standards, municipal by-laws, zoning and development permit by-laws.
- Prepare Provincial Offence Notices, including the preparation of summons, court briefs, Council reports, draft by-laws and/or recommend amendments to existing by-laws.
- Maintain accurate notes and records with a high level of attention to detail.
- Respond to complaints regarding by-law infractions, complaints concerning stray domestic animals, livestock and wildlife; issue warnings and citations to owners; transport and impound lost, homeless and dangerous animals.
- Prepare, issue and maintain records for licences, municipal access agreements, signs, civic addressing and road names.
- Ability to interact with the public positively while exercising sound judgement and discretion while complying with all applicable privacy legislation.
- Serve summons to property owners, corporations, contractors and other persons as determined for offences due to non-compliance with by-laws, Building Code Act and the Fire Code Act.
- Maintain effective liaison with representatives of other departments, agencies and governments.
- Assist the Director of Building/By-law Services with departmental budget preparation and expenditure review.
- Support the Emergency Operation Centre as security when required.
- Ability to work flexible hours outside of normal business hours which may include nights, weekends and statutory holidays.

Qualifications:

- Successful completion of post-secondary education in Law & Security Program or equivalent with minimum one year experience working in municipal by-law enforcement or related experience.
- Municipal Law Enforcement Officers Association (MLEOA) and/or Ontario Association of Property Standards Officers (OAPSO) certification or ability to obtain.
- Thorough knowledge and understanding of the intent and content of Provincial Offences Act, Ontario Building Code, Ontario Fire Code and other applicable legislation.
- Thorough knowledge of office practices, records management and the application of modern office equipment and procedures.
- Criminal Record Check required upon conditional offer of employment.
- Valid Class "G" Ontario Driver's Licence.

This position has a salary range of \$62,120 - \$72,671 (plus a comprehensive benefit package)

Qualified applicants are invited to submit a resume to:

Township of Lake of Bays

Attn: Nicole Tye

Human Resources Department

1012 Dwight Beach Rd.

Dwight, ON P0A 1H0

email: NTyeHR@lakeofbays.on.ca

Fax: 705-635-2132

Closing date: Friday, March 23rd, 2018 at 4:00 p.m.

The Township of Lake of Bays is an equal opportunity employer and is committed to meeting its obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require disability-related accommodation to participate in the recruitment process, please advise the Human Resources Department as soon as possible.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered will be used solely for the purpose of job selection. We thank all applicants; however only those selected for an interview will be contacted.