



The Town of Lincoln is
now accepting applications for the position of

MANAGER OF BY-LAW ENFORCEMENT SERVICES

The Manager of By-law Enforcement is responsible for the proactive enforcement of all Town of Lincoln regulatory by-laws including (but not limited to) parking control, noise, sign, property standards, site alteration and zoning. This position is also responsible for management of By-law Officers, including assignment of tasks, coordination of training and supervision of daily patrols, investigations and file processing. Duties include updating Town By-laws, where appropriate, interpreting and applying relevant legislation, policies and procedures to take appropriate action to gain compliance.

The successful candidate must possess the following:

- ◇ Successful completion of a 2-year Community College Diploma in a related field (e.g. Law & Security, Police Foundations);
- ◇ Municipal Law Enforcement Officer Certification;
- ◇ Property Standards Officer Certification;
- ◇ Minimum 5 years of relevant work experience, preferably in municipal government;
- ◇ Superior verbal and written communication, interpersonal and customer service skills;
- ◇ Good understanding of municipal government, its operations and services;
- ◇ Good understanding of general investigative techniques;
- ◇ Good knowledge of municipal law enforcement, litigation practices and procedures;
- ◇ Good knowledge of provincial statutes, regulations and local by-laws;
- ◇ Proficiency with MS Office;
- ◇ Good knowledge of MTO AMPS processes
- ◇ Knowledge of GIS or CityView is considered an asset;
- ◇ Valid Ontario Class G license.

The Town of Lincoln understands the importance of information sharing and communicating to stakeholders and is committed to providing excellent customer service. As such, communication skills are a primary requirement, including the ability to provide clear and concise updates on open files, frequent reports on the status of the By-law division and clearly articulate By-law enforcement matters to the public. In addition, advanced report writing skills are required.

This is a full-time position (35 hours / week) and may include some evening or weekend hours. We offer an excellent benefit package and pension plan as well as a dynamic work environment.

Qualified candidates are requested to forward their resume by **Monday May 28, 2018** using either of the following options:

Online application at www.lincoln.ca or
Email: resume@lincoln.ca

This job description is available in alternative formats, or accessible communication supports, upon request.

We thank all applicants who apply but advise that only those selected for an interview will be contacted. The information gathered is in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for candidate selection.