



## **The Corporation of the Township of Uxbridge Manager of By-law Services**

Reporting to the Director of Legislative Services/Clerk, the Manager of By-law Services is responsible for the effective and efficient day to day operation, administration and supervision of By-law Services which includes Animal Services, the Uxbridge Scugog Animal Control Centre, and Business Licensing.

Duties for this role include, but are not limited to:

- Responsible to oversee all Township of Uxbridge legal matters in the Ontario Court of Justice.
- Responsible to review and research Provincial Legislation and ensure that all By-laws are current and up to date.
- Responsible to draft new by-laws and generate reports in order to implement them through Committees and Council.
- Responsible to prepare and manage Department budgets for both Animal Services and By-law divisions.
- Attend and give sworn evidence at required committee, court and tribunal hearings.
- Coordinate all business and licensing programs for the municipality.
- Conduct inspections to ensure compliance with all applicable provisions of by-laws including issuing Orders, Notices to Comply or other applicable correspondence.
- Maintain a current knowledge of the Occupational Health and Safety Act and ensure that all safety procedures and policies are adhered to.
- Oversee all Provincial Offences Act processes for the municipality.
- Sit as staff resource person for Property Standards, Animal Services, New Animal Shelter of Uxbridge and Scugog Committees.
- Manage after hours service provided by Animal Services.
- Manage all noise assessments conducted by By-law division.
- Oversee the day to day operations of the Animal Control Centre for Uxbridge and Scugog.

As a successful candidate you possess the following skills, experience and qualifications:

- Applicants should possess a post secondary diploma in Police Foundations, Law and Security Administration or a relevant course of study;
- Certification through the Municipal Law Enforcement Officer's Association and the Ontario Association of Property Standards Officers.
- Minimum of five (5) years experience in By-law Enforcement and regulatory work related to municipal by-laws, and a minimum of two (2) years related supervisory experience;
- Must be fully aware of the provisions of applicable provincial legislation, including, but not limited to: Building Code Act, 1992; Municipal Act, 2001; Dog Owners' Liability Act; and Pounds Act.
- Basic understanding of animal health and maintenance requirements, as well as the ability to explain animal health related issues to a veterinarian and understand veterinarian instructions in order to protect animal health.
- Proven fiscal management and analytical skills with the ability to prepare and manage annual operational and capital budgets and provide regular business reports to senior management.
- Progressive staff management and highly developed interpersonal skills applied in recruiting, training, evaluating, coaching and team building.

The position will include may include some afternoons, evenings, weekends, Statutory Holidays and after hour calls out. A valid "G" Class Ontario Drivers Licence is required. Candidates will be required to submit a criminal reference check and driver's abstract as a condition of employment.

**Salary:** \$68,305 to \$79,880 per annum

**Hours:** Core hours Monday to Friday 8:30a.m. to 4:30p.m.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.

Interested applicants should submit a cover letter and resume by Friday, February 8, **2019 at 4:30p.m.**, marked as confidential and addressed to Debbie Leroux, Clerk/Director of Legislative Services, the Township of Uxbridge, PO Box 190, 51 Toronto St South, Uxbridge, Ontario L9P 1T1. E-mail [dleroux@town.uxbridge.on.ca](mailto:dleroux@town.uxbridge.on.ca)