



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

MUNICIPAL LAW ENFORCEMENT OFFICER

The Township of Centre Wellington has a newly created full time opportunity available for a Municipal Law Enforcement Officer. Reporting to the Manager of Legislative Services/Municipal Clerk and with direction from the Chief Building Official, the Municipal Law Enforcement Officer will identify and investigate alleged municipal by-law violations; negotiate compliance through verbal and written communication and proceed with legal action in accordance with applicable legislation and regulations.

Duties & Responsibilities:

- Provides information and interpretation of by-laws and relevant legislation to Members of Council, staff, business representatives and the general public.
- Responds to complaints pertaining to by-laws, including but not necessary limited to; zoning, property standards, licensing, fencing by-law, sign by-law, etc., ensuring the appropriate action is taken to resolve the matter or to enforce compliance with Township policies and procedures and applicable legislation.
- Performs field investigation of complaints and attempts to obtain voluntary compliance and assists in mediating disputes between property owners; laying charges when necessary.
- Collects, compiles and maintains evidence required for Court action and the preparation of court documents; liaise with internal and external parties for coordinated response to joint investigations. Attends court and gives evidence as required.
- Prepares reports and correspondence regarding status of investigations or complaints as required and maintains complete and accurate records of complaints in the computer system.
- Issues and serves notices, summonses and orders; conducts follow-up inspections to ensure compliance.
- Provides input, conducts research, provide recommendations and support for the creation and amendments to programs, policies and by-laws and, as appropriate, the establishment of set fines and short-form wording in accordance with the *Provincial Offences Act*.

Qualifications & Minimum Requirements:

- Formal academic training in Law Enforcement that includes a two year diploma/certificate in Police Studies/Foundations, Law & Security, Justice Administration or related discipline, or combination of education and experience in by-law and licensing enforcement.
- Certification as a Certified Property Standards Officer (CPSO) with the Ontario Association of Property Standards Officer in Ontario and Certified Municipal Law Enforcement Officer through the Municipal Law Enforcement Officers Association of Ontario is required or must be eligible for certification.
- Demonstrated experience of 3-4 years in progressive municipal bylaw enforcement and licensing positions or related enforcement experience (preferably in a municipal environment).
- Thorough working knowledge of the Provincial Offences Act, Highway Traffic Act, Municipal Act, Ontario Building Code and other pertinent legislation related to municipal by-law enforcement; and municipal by-law enforcement processes and practices including court documentation and proceedings.
- Must possess a valid Class 'G' Driver's License and maintain a clean driver's abstract.

Salary: \$64,930 - \$76,446 [2018 Rate]

How to Apply: Via email: careers@centrewellington.ca or by Mail: marked "Confidential" to the Township of Centre Wellington, 1 MacDonald Square, Elora, ON N0B 1S0, Attn: Manager of Human Resources.

Deadline to Apply: February 19, 2018 at 4:00 p.m.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at www.centrewellington.ca.

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance. We thank all those that apply; however only those candidates selected for an interview will be contacted.