



## **Municipal By-Law Enforcement Officer**

Municipality of North Grenville

POSTING #: **EPS-2020-002**

North Grenville is a growing municipality located in eastern Ontario housing a unique blend of small town and rural culture. Comprised of an urban centre (Kemptonville) and surrounded by several charming rural hamlets, North Grenville is situated between Canada's National Capital – Ottawa and the St. Lawrence River, only a 30 minute drive along the Veterans Memorial Highway (416), to either destination. Alternatively, for a more leisure journey, North Grenville offers the historic Rideau River managed by Parks Canada.

### **Application:**

The Municipality of North Grenville is seeking to fill a permanent full-time position of **Municipal By-Law Enforcement Officer**. Interested applicants may submit a cover letter and resume outlining qualification in confidence to Human Resources by **4 PM Monday, March 30, 2020**.

**Please quote "EPS-2020-002".**

Email: [hr@northgrenville.on.ca](mailto:hr@northgrenville.on.ca)

Mail: Municipality of North Grenville  
285 County Road 44, P.O. Box 130  
Kemptonville, ON K0G 1J0

### **Responsibilities:**

Reporting to the Director of Emergency & Protective Services, the Municipal By-Law Enforcement Officer will service our customer by responding to concerns and complaints and is responsible to conduct regular patrols, investigations and enforcement utilizing methods including education, mediation, negotiation and if necessary, legal action to achieve compliance. You must be able to work independently and as a part of a team.

### **Qualifications:**

- Post-Secondary education in law enforcement, law & security, police foundations and/or credited training through the Municipal Law Enforcement Officers' Association required, or equivalent experience in a related field
- Minimum two (2) years' of previous experience in by-law enforcement or related work experience

- Knowledge of the Provincial Offences Act with comprehension of initiating legal proceedings and issuing provincial offences notices or orders
- Property Standards Enforcement experience considered an asset with knowledge of the Building Code Act, the Ontario Building Code and the Planning Act
- Member or willing to become a member of the Municipal Law Enforcement Officers' Association of Ontario and Ontario Association of Property Standards Officers
- Knowledge of applicable legislation and processes related to municipal by-law investigations, education and enforcement
- Receive and respond to inquiries and complaints while maintaining superior customer service and conflict resolution skills combined with excellent written and oral communications skills
- Possess strong interpersonal, analytical, organizational, and time management skills with the ability to balance diverse changing and conflicting priorities
- Ability to demonstrate discretion, dignity and respect in dealing with matters of a confidential or sensitive nature, and to maintain confidentiality
- Computer literacy in a Microsoft environment, geographic information systems (GIS), and records management software is required
- Demonstrated ability to work in a team environment, as well as independently outside of regular office hours
- Physically fit to perform the essential duties of the job
- Valid Class G Driver's license and drivers abstract in good standing

**Compensation:**

The salary range for this position is \$51,979.18 - \$64,978.31 (2020 rates) with benefits (35 hour work week). May include after office hours including evenings and/or weekends, as necessary.

The preferred candidate must be willing to provide consent for the Municipality to conduct a criminal background and vulnerable sector check prior to any employment offer.

We thank all those who apply, however only those applicants selected for an interview will be contacted.

The Municipality of North Grenville is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act (AODA) and any other applicable legislation throughout all stages of the recruitment and selection process.