

EMPLOYMENT OPPORTUNITY NOTICE EO14-480

THE CITY OF GREATER SUDBURY

requires a

BY-LAW ENFORCEMENT OFFICER REPORTING LOCATION: TOM DAVIES SQUARE

**PERMANENT POSITION
70 HOURS BI-WEEKLY
(SOME SHIFT WORK REQUIRED)**

START DATE TO FOLLOW SELECTION PROCESS

The Compliance and Enforcement Section, Building Services Division, Growth and Development Department of the City of Greater Sudbury, requires a By-Law Enforcement Officer. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$32.26 to \$39.59 per hour.

QUALIFICATIONS:

- Successful completion of a two (2) year Community College Diploma Program in a directly related discipline (e.g. Law and Security, Building Inspections, O.A.P.S.O. Diploma, Public Administration).
- Over two and one-half (2½) years up to and including five (5) years of related Municipal Law Enforcement, Police Enforcement and/or Property Standards experience.
- Demonstrate understanding of Municipal By-law Enforcement procedures and methods.
- Demonstrate interpersonal skills in dealing with the public in a courteous and effective manner.
- Demonstrate ability related to the use of microcomputer and administrative systems in a Windows environment, (i.e. file maintenance, information input and retrieval).
- Satisfactory health, attendance and former employment history.
- Excellent use of English; verbally and in writing.
- French verbal skills highly desirable; written skills an asset.
- Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

**EMPLOYMENT OPPORTUNITY EO14-480
BY-LAW ENFORCEMENT OFFICER
(PERMANENT POSITION)**

DUTIES: UNDER THE GENERAL DIRECTION OF THE MANAGER OF COMPLIANCE AND ENFORCEMENT:

1. Administer and enforce Provincial Statutes and CGS By-laws (Planning Act, Ontario Building Code Act, Zoning By-laws, Licensing By-law, Property Standards By-law, etc.) including enforcement of Committee of Adjustment conditions and Site Plan Control requirements.
2. Provide information and interpretation of by-laws to officials, business representatives and the general public.
3. Perform field investigation of complaints and attempt to obtain compliance; when required lay charges.
4. Collect, compile and maintain evidence required for Court action and the preparation of court documents; liaise with internal and external parties for co-ordinated response to joint investigations.
5. Attend before a Justice of the Peace to lay information to initiate court proceedings and serve summons on accused persons and subpoenas on witnesses.
6. Inspect structures and assist in resolving safety conditions in conjunction with internal and external parties.
7. Attend as prosecutor at defendant's first appearance in Court, personally testify at trials, as required; follow up on cases after prosecution to prevent recurrence or continuation of infractions.
8. Assist in preparing information and documents on traffic offenses, and prosecute those initiated by Greater Sudbury Police Services, CGS and Special Constables for offenses on private property..
9. Co-ordinate the accumulation of documents in preparation of weekly Traffic Court and arrange for the scheduling and attendance of witnesses.
10. Provide direction to contracted Parking Control Officers in the enforcement of non-moving traffic violations as directed and issue parking tickets when required.
11. Provide information to the public and mediate resolutions to disputed parking tickets.
12. Prepare reports and correspondence on appeal with respect to by-law and zoning matters, for the Committee of the Whole - Planning and outside agencies, when required.
13. Provide written responses to requests with respect to outstanding Notice of Violation or Orders under the Property Standards By-law
14. Prepare reports and correspondence regarding status of investigations or complaints as required and maintain complete and accurate records of complaints on the Complaints Management computer system.
15. Develop and maintain a through working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
16. Perform other related duties as required.

Qualified candidates should submit their résumé in confidence by **WEDNESDAY, DECEMBER 17TH, 2014 at 4:30 PM to: Citizen Service Centre, The City of Greater Sudbury, PO Box 5000, Station A, 200 Brady Street, Sudbury, Ontario, P3A 5P3, Facsimile number: 705-673-7219 or by e-mail to: hrjobs@greatersudbury.ca**. Any application received after this deadline will not be considered. Please reference the Employment Opportunity number (**EO14-480**) on your resume.

The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants.

Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process, you must advise the Hiring Manager.