



INTERNAL/EXTERNAL

THE CORPORATION OF THE CITY OF ST. THOMAS
has an OPENING for a:

MUNICIPAL BY-LAW OFFICER I (Casual, Part-Time)

Job Posting #80-11-17

This CUPE 841 position, under the general direction of the Manager of Roads and Transportation and the technical direction and guidance of the Municipal By-Law Enforcement Officer III, performs By-Law Enforcement Services relating to the inspection, maintenance and enforcement of City By-Laws, including but not limited to animal control, smoking, lot maintenance, parking licenses, and other regulations.

EDUCATION, QUALIFICATIONS AND EXPERIENCE:

Minimum Secondary School Graduation Diploma together with experience in the preparation of reports and the maintenance of records. Must be able to deal effectively and tactfully with the general public and staff as a representative of the City. Must possess and maintain a valid Driver's License for the Province of Ontario.

CONDITIONS OF EMPLOYMENT - May be required to work outside and beyond the normal hours of work. May be required to undergo rabies prevention immunization. Must be willing to carry pager and be on call. Responds, while on call duty, to call outs for smoking enforcement and animal control per policy.

Hourly wage is \$22.04 - \$27.53 (2016 rate)

The above is illustrative and not all-inclusive. A detailed job description is available on the City's website at www.stthomas.ca, under Employment.

Interested applicants are invited to apply by submitting a cover letter as well as a detailed resume outlining skills, qualifications and experience, quoting job posting number 80-11-17, in confidence to:

Human Resources Department
P.O. Box 520, 545 Talbot St.
St. Thomas, ON N5P 3V7
Email: hr@stthomas.ca
Fax: 519-633-9090

Applications must be received no later than 4:00 p.m., Friday December 1, 2017.

NOTE: Please quote Job Posting No.: 80-11-17 in the subject line. Failure to include the job posting number may invalidate your submission. Only those applicants selected for an interview will be contacted.

Personal information for this position is collected under the authority of the Municipal Act, S.O. 2001, as amended. The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.