

Employment Opportunity

Municipal By-Law Officer - Level 1 Permanent Full-time (35 hours per week) (C.U.P.E. Local 1785-01)

Reporting to the Director of Development Services, the incumbent is responsible for administering, investigating, and enforcing the provisions of all By-laws of the Township as well as Provincial Statutes where applicable. In addition, the incumbent shall maintain an operational licensing regime as well as ensuring effective day to day operation of the By-law Department.

Responsibilities:

Respond to complaints from the public, educate complainants, and conduct investigations;

Manage case files, inspecting to determine compliance with the Township's regulatory, Zoning and Property Standards By-laws as well as agreements between the public and Township when required;

Prepare general correspondence, as well as various legal documents including Orders to Comply, Letters of Compliance, court briefs and other materials for court;

Compile evidence; prepare Short Form Wordings for Part One and Part Two Charges; attend Ontario Court of Justice and Property Standards Appeals; conduct prosecutions;

Maintain an operational fleet of vehicles including scheduling regular maintenance and repairs;

Maintain and issue a variety of licenses; conduct periodic checks into license holders;

Provide back-up to Animal Services Manager;

Issue Pool Enclosure Permits and inspect to ensure compliance with By-law requirements;

Write and amend By-laws; write and present reports for Council;

Supervise the general operation of the Bylaw Office; train officers;

Act as the administrator for several programs and services such as, Parking, Cale Web Office, Land Manger, BizPal, HONKMobile and Pay tickets; and

Lottery Licensing Coordinator – process the Township's Lottery Licences in accordance with applicable legislation.

QUALIFICATIONS:

- Graduate of a Post Secondary program in Law and Security, Police Foundation, Criminology, or a related field;
- Minimum of 5 years experience in Municipal Law Enforcement;

- Certification through the Municipal Law Enforcement Officers Association, and the Ontario Association of Property Standards Officers;
- A strong knowledge of the Ontario Court of Justice, Ontario Gaming Legislation, the Provincial Offences Act, The Ontario Building Code, The Municipal Act, and The Line Fences Act, Ontario Evidence Act, and other related Provincial and Federal Legislation; and
- Possession of a valid Class G Ontario Drivers License.

SKILLS AND COMPETENCIES:

- Excellent interpersonal and customer service skills;
- Excellent written and verbal communication skills;
- Advanced conflict resolution skills, with the ability to negotiate and resolve disputes;
- Leadership skills;
- The ability to apply sound judgment and common sense;
- Strong research and report writing skills, with the ability to assess issues and make recommendations;
- Good record management skills,
- Computer literate with particular attention to PC based software within the Microsoft Office suite; and
- A satisfactory Criminal Records Check and clean driving record are conditions of employment.

A Class G Driver's license and the use of a reliable vehicle is a requirement for this position. The successful applicant will be required to provide a Police Criminal Reference Check.

You can learn more about the Township of Scugog by visiting our website www.scugog.ca.

Please submit a detailed resume outlining current experience, background and education. The application must be received in writing no later than **4 p.m. on Wednesday, November 29, 2017**. Replies should be addressed to Human Resources, Township of Scugog, 181 Perry St., PO Box 780, Port Perry, ON L9L 1A7 and can be emailed to: lfitton@scugog.ca or sent via fax to 905-985-9914.

NOTE: We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Please contact Lisa Fitton at lfitton@scugog.ca if you require any accommodations.