



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

MUNICIPAL LAW ENFORCEMENT OFFICER PERMANENT, FULL TIME (35 HOURS PER WEEK)

The Township of Centre Wellington is a thriving and growing community of 31,000 residents with diverse urban and rural settings. Its close proximity to Guelph and Kitchener-Waterloo, diverse economy, active arts community and renowned natural features are among its many lifestyle advantages.

The Municipal Law Enforcement Officer provides awareness, education, and enforcement of Township by-laws, conducts inspections or investigations, responds to complaints in a timely manner, achieves voluntary compliance wherever possible, issues warnings, and, when necessary, applies penalties. This position is also responsible for mediating and negotiating with residents with respect to possible by-law violations and providing property owners with an appropriate amount of time to bring by-law violations into compliance. A flexible schedule is required for this position in order to investigate by-law complaints outside regular business hours. Lastly, this position is responsible for providing support with drafting by-laws and establishing processes, as well as participating in roundtable discussions with management, colleagues, and various external entities.

Major Duties & Responsibilities:

Administrative

- Researches, drafts, and enforces Township by-laws.
- Responsible for mailing notices and orders via registered and regular mail, and on occasion hand delivery.
- Maintains effective, co-operative, and professional liaison with other Township staff, municipalities, enforcement agencies and other external organizations. Responsible for providing input on by-law enforcement services and its development.
- Responsible for drafting council reports and presenting to council.
- Responsible for ordering administrative supplies, keeping inventory, uniforms, and equipment required for this position.
- Prepares reports and correspondence regarding status of investigations or complaints as required and maintains complete and accurate records of complaints in the associated systems.
- Undertakes special projects and performs other duties as assigned, in accordance with departmental or corporate objectives and under the direction of the Supervisor of By-law Enforcement & Licensing, the Manager of Legislative Services/Clerk and/or the Chief Building Official.
- Collaborates with Planning & Development Services, Infrastructure Services and Legislative Services in the research and enforcement of by-laws.
- Other duties as assigned and/or required.

Enforcement

- Issues and serves notices, summonses, and orders; conducts follow-up inspections to ensure compliance. Conducts investigations and inspections of properties, including inspections inside private dwellings, as well as exterior property inspections.

- Issues Provincial Offence Notices where necessary for By-law violations.
- Responsible for tracking and issuing summons to persons charged with violating Township by-laws.
- Provides information and interpretation of by-laws to Members of Council, staff, business representatives and the general public.
- Responds to complaints pertaining to by-laws, including but not necessarily limited to; zoning, property standards, licensing, fencing by-law, and sign by-law., and ensures the appropriate action is taken to resolve the matters or to enforce compliance with Township policies and procedures and applicable legislation.
- Interprets by-laws and relevant legislation to determine non-compliance.
- Researches, sources, and compiles reports for management.
- Maintains current knowledge of legislation and regulations, industry trends, bylaws, standards, and principles.
- Maintains skills and knowledge at a high level by taking training and ongoing development through courses, seminars, workshops, and selected reading.
- Provides input, conducts research, provides 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.

Legal

- Collects, compiles, and maintains evidence required for Court action and prepares court documents; liaises with internal and external parties for coordinated response to joint investigations.
- Attends court and gives evidence as required.

Minimum Qualifications and Requirements:

- A two (2) year diploma in Police Studies/Foundations, Law & Security, Justice Administration or related discipline, or combination of education and experience in bylaw and licensing enforcement.
- Ontario Association of Property Standards Officers (OAPSO) and Municipal Law Enforcement Officer (MLEOA) designations preferred.
- One (1) to three (3) years of demonstrated experience 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, Dog Owner's Liability Act, and other pertinent legislation related to municipal by-law enforcement; and municipal by-law enforcement processes and practices including court documentation and proceedings.
- Possess sound judgement, and the ability to apply analytical and decision-making skills.
- Interpretation skills in assessing a variety of complaints and the ability to determine the appropriate action.
- Ability to manage stressful and antagonistic situations professionally and respectfully.
- Ability to work under pressure by multi-tasking, priority-setting, negotiating compliance and mediating disputes while maintaining composure.
- Demonstrated complex problem-solving skills and attention to detail and accuracy.
- Knowledge of the functions of the Ontario courts.
- Conflict Resolution skills.
- Computer literacy, utilizing programs such as Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Ability to communicate, negotiate and mediate clearly.

- Excellent communication and interpersonal skills to effectively deal with demanding situations.
- Understanding and application of political sensitivity and dealings with confidential information.
- Strong work ethic and ability to work independently.
- Ability to adapt readily to rapidly changing demands and circumstances in a changing work environment.
- Ability to write reports and recommendations with respect to by-law issues and topics.
- Excellent time management, analytical and problem-solving skills.
- Ability to establish and maintain strong work relationships with Members of Council and staff, notably Legislative, Building, Engineering and Public Works.
- Establishes courtesy and cooperation with administration and finance employees.
- Must possess a valid Class 'G' Driver's License and maintain a clean driver's abstract.
- Must obtain a satisfactory Vulnerable Sector Check.

Annual Salary: \$76,897 - \$86,499 (2024 salary range)

How to Apply: Interested applicants are invited to submit their cover letter and resume combined in one document in MS Word or PDF format by email to careers@centrewellington.ca by **July 28, 2024, at 11:59 p.m.**
Please quote job posting '2024-033' in the subject line.

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 and search the Job Opportunities link. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however only those candidates selected for an interview will be contacted. No phone calls please.

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.