



By-Law Enforcement Officer

Job Posting: 36-2020

Posted: September 2, 2020

<p>Duties</p>	<ul style="list-style-type: none"> • Reporting to the Chief Building Official, the By-Law Enforcement Officer is responsible for the investigation and enforcement of municipal by laws related to property and other standards. • Responds to inquiries and investigates complaints of alleged violations to regulatory and licensing by-laws received from members of the public and other departments. • Responds to inquiries, investigates complaints and enforces City Property Standards and other related Bylaws. Issues permits and licences and undertakes inspections. Reviews and approves driveway expansion applications. • Directs complaints not within municipal jurisdiction to appropriate department/agencies. • Enforces by-laws using an established procedure, including visiting the offender regarding the alleged offence, gathering and documenting relevant evidence. • Performs data entry on automated and other systems, including but not limited to violations, department statistics, databases and mailing lists. • Prepares and maintains reports and records as required, and in accordance with established procedures. • Prepares evidence for committees, tribunals, and court proceedings. Provides advice to other departments regarding by-law enforcement. • Assists in the preparation of new by-laws and public notices educating the public of the existence, content and intent of by-laws and the City's policy on enforcement. • Refers special and/or unusual situations to the Chief Building Official or the Manager of Development Services for direction. • Assists in maintaining a safe work environment. • Performs other related duties as assigned.
<p>Qualifications</p>	<ul style="list-style-type: none"> • Community College Diploma (3 year) in Law and Security or equivalent education. • Minimum 6-12 months related professional experience. • Valid Driver's Licence (Class G). • Ability to obtain and maintain Certified Property Standards Officer status. • Understanding of the Ontario Court system, including documentation and procedures, rules of evidence, giving evidence.
<p>Department/Division</p>	<p>Infrastructure & Development Services/Development Services</p>
<p>Reporting to</p>	<p>Chief Building Official</p>
<p>Annual Rate</p>	<p>\$65,780 - \$69,979</p>
<p>Closing Date/Time</p>	<p>Friday September 18, 2020 @ 4:30 pm</p>

To apply for this position:

- Please submit a resume, clearly outlining your qualifications and experience, and quoting the job posting number.
- Applications can be submitted by email to hr@stratford.ca. Please do not submit duplicates.

While we appreciate all applications received, only those selected for an interview will be contacted.

Personal information collected in response to this advertisement is collected under the authority of the Municipal Act, 2001 to determine eligibility for employment with the City of Stratford. Please direct inquiries to the Human Resources Department at 519-271-0250 x 274.

- Please include the Job Posting Number in the message subject line. Attachments should be in Microsoft Word or PDF format.

Accommodations are available for people with disabilities for all aspects of the recruitment process. Applicants should make their needs known in advance.

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