



is currently accepting applications for the position of

By-law Enforcement and Property Standards Officer

Part-Time Position

The Township is currently seeking applications for a part-time By-law Enforcement and Property Standards Officer. Reporting to the Director of Legislative Services at the Township of Guelph/Eramosa, the By-law Enforcement and Property Standards Officer is responsible for investigating, administering and enforcing the provisions of all by-laws of the Township, as well as applicable provincial statutes.

Primary duties of this position include, but are not limited to: investigation and tracking of complaints; inspection of properties to determine compliance with municipal by-laws; research and preparation of correspondence, including Orders to Comply, reports to Council and court materials; attendance at court; and communication with the Ministry of the Attorney General regarding approval of set fines.

Summary of Qualifications:

- Completion of a Municipal Law Enforcement Officer program or a college diploma in the field of law enforcement; or graduate of the Ontario Police College or other recognized police training facility.
- MLEO certification through the Municipal Law Enforcement Officers' Association of Ontario preferred.
- Certification as a Property Standards Officer considered an asset.
- Excellent communication skills both orally and written.
- Ability to exercise discretion and tact and to maintain a high degree of confidentiality.
- Strong investigative skills and sound judgment.
- Ability to work independently.
- A valid Ontario Class G Driver's License with a clean Ministry of Transportation abstract and a reliable vehicle to attend to enforcement matters within the Township.
- No criminal record (background check completed by municipality).

The salary range for this position is \$29.73 to \$33.61 per hour. Please note: this salary is currently under review.

How to Apply: Send your cover letter and resume by email to humanresources@get.on.ca or by mail/in person to 8348 Wellington Rd 124, Rockwood, ON, N0B 2K0. A complete job description can be found on our web site at www.get.on.ca

**Applicants are invited to submit the required information,
no later than 12:00p.m., Friday, January 26, 2018.**

The Township of Guelph/Eramosa is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. We thank all applicants, but only candidates selected for an interview will be contacted.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.