



Property Standards Officer

Permanent Full-time

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Posted: Tuesday, April 9, 2024

Job Number: PC-24-13

Job Type: Permanent Full-time, Union

Position Closing Date: Tuesday, April 30, 2024 at 11:59pm

Choose Barrie

The City of Barrie is a vibrant, progressive, and growing community with deep connections to our heritage, to nature and to the opportunities surrounding us.

Our community values quality of life; the ability to play year-round with 300 hectares of park space, our beautiful waterfront, our lively downtown core and the nearby hills, wetlands, and forests. We also value connections; to our neighbours and the community, to our road and rail network, and to the opportunity Barrie provides to enjoy life.

Everything Barrie has to offer, from the water we drink to the roads we travel on, has one thing in common - municipal workers. Joining a municipality is one of the most rewarding, engaging, and exciting careers you could choose. It is a career you can take pride in knowing that every day you make a positive impact on an entire community. We are one team, with one goal and we all work together to continue making our community great.

The Opportunity

The Legislative and Court Services Department is comprised of three branches; Legislative Services, which includes Council Secretariat, Corporate Mail and Print Services, Vital Statistics, and Access and Privacy Services; Court Services, which is responsible for the administration of justice within two court service areas in compliance with the Provincial Offences Act, the Memorandum of Understanding and Inter-municipal Service Agreements; and Enforcement Services, which is responsible for administering and enforcing several municipal by-laws including but not limited to regulations related to the parking of vehicles, pet controls, property maintenance, business licensing, and sign placement.

The Property Standards Officer provides investigation and enforcement services of alleged contraventions of various property maintenance by-laws, including building interiors and exteriors, pool enclosures, yards, vacant lots and the boarding of vacant buildings. Provides inspection services to confirm compliance with the same property maintenance by-laws pursuant to applications for the registration of two-unit houses or the licensing of businesses and boarding/lodging/rooming houses or the cleanup of dismantled marijuana grow houses or clandestine labs.

Our Culture and Qualifications of the Job

Corporate Culture: Your workplace values align with our corporate values of ***Strive, Share and Care*** and you want to join us in providing exceptional services and programs to build a prosperous, growing and sustainable community.

Education (degree/diploma/certifications)

- Two (2) years of post-secondary education related to law administration and enforcement, building design or building construction.
- Ontario Association of Property Standards Officers Part 1 Basic Level Course.
- It is expected the incumbent will successfully complete the Intermediate and Advanced Levels of the training program delivered by the OAPSO prior to reaching job rate on the salary scale. CPSO certification from the OAPSO is required.

Don't meet the credentials as outlined but have years of directly related experience? Please see the City's **Education Equivalency Procedure** to determine if you may qualify for equivalency. Further information is available at www.barrie.ca/government-news/jobs

- Position Equivalency Code: C

Experience

- At least three (3) year's experience in the conducting of inspections of buildings to confirm compliance with regulations
- Experience with the enforcement of regulations including appearances in court

Knowledge/Skill/Ability

- Physically able to carry out the duties of the position including the climbing of stairs and ladders and the walking over rough terrain
- Demonstrated ability to read building plans with respect to structural systems, plumbing systems, heating systems and lot grading.
- Excellent record keeping skills in a regulatory enforcement capacity with the ability to submit evidence in court. Must be able to observe, record and recall details when conducting investigations and inspections, including at times of frequent interruptions and distractions.
- Computer literacy skills utilizing the Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, etc.), Windows-based database software and the internet. Experience with permit and inspection tracking software (such as AMANDA).
- Availability to accommodate deadlines, meeting attendance and/or peak period workloads that may extend beyond the normal workday or may occur on evenings/weekends, as may be required.

Conditions of Employment

- Valid Class G Driver's License in good standing, and a reliable vehicle to use on corporate business throughout the City including subdivisions under construction.
- Satisfactory Criminal Record Check*

*Please note that this is a requirement of the position for any new employees to the City of Barrie in accordance with the **Police Record Check Procedure**. Existing employees who have met this criteria will be exempt from this requirement.

Other Important Information

Location: 45 Cedar Pointe Drive, Barrie, Ontario

Hours: The normal hours of work are 35 hours per week in accordance with the Collective Agreement.

Wage: This position is within the CUPE Local 2380 Bargaining Unit with the following pay level and 2024 pay range:

- Pay Level: Level 7
- Yearly Salary: \$67,704.00 to \$81,135.60
- Hourly Pay Rate: \$37.20 to \$44.58

Benefits: This position includes a comprehensive union benefit plan, including but not limited to extended health and dental coverage, life and accident insurance, paid vacation and sick days, short/long term disability plans, OMERS pension plan, discounted rate for City Fitness Memberships and much more.

How to Apply: Click the '**Apply Now**' button at the top and/or bottom of the job posting to start the application process. Please note that emailed applications will not be considered.

The City of Barrie is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness and welcomes applications from qualified individuals of diverse backgrounds. We are committed to providing barrier-free and accessible employment practices and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. If contacted for an employment opportunity, please advise if you require Code-protected accommodation and we will work with you to meet your needs.

The job posting has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position. It may not contain a comprehensive inventory of all duties and responsibilities required of employees to do this job. For full position details, please request a copy of the job description by emailing HR.Recruitment@barrie.ca.

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