



## **MUNICIPAL LAW ENFORCEMENT OFFICER POSTING No. 202016**

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community.

Reporting to the Supervisor of Enforcement Services, this position is responsible for enforcing the municipal by-laws and certain provincial statutes by responding to inquiries and complaints from the public, staff and other agencies related to health, safety and the well-being of the community. To qualify for this position you must have five year post-related enforcement experience. A Municipal Law Enforcement Officer certification and Certified Property Standards Officer designation are also required.

### **Accountabilities:**

- Responsible for routine investigations and enforcement measures
- Inspect properties, vehicles and buildings to ensure that their use is in compliance with designated by-laws (ie. lot maintenance and business licensing)
- Respond to inquiries from the public, elected officials, staff and other enforcement agencies concerning by-law enforcement issues
- Ensure compliance with all applicable municipal by-laws and relevant legislation including Property Standards, Community Standards, Business Licensing, Noise, Weeds, Signs, Zoning Responsible Pet Owners By-laws; by investigating complaints, inspecting properties and when necessary taking actions to bring violations into conformity
- Conduct proactive enforcement initiatives, as directed, to target current issues that affect the welfare, safety and well-being of the community
- Educate offenders, mediate disputes and negotiate compliance, and if necessary, initiate legal action
- Issue Notices of Contravention, Orders and Violation letters when necessary, conduct follow-up inspections
- Determine violations to legislation; gather evidence and obtain statements from witnesses; prepare prosecution briefs; swear to information, affidavits, subpoenas and summonses; serve subpoenas and summonses; present oral testimony and demonstrative evidence for Property Standards Tribunal and Ontario Court of Justice
- Prepare a variety of reports, general correspondence and documentation relating to inspections conducted and complaints received
- Liaise with other Town staff on by-law related issues

**You possess:**

- Two year post-secondary Law Enforcement Diploma or equivalent
- Minimum five years related enforcement experience
- Municipal Law Enforcement Officer certification
- Certified Property Standards Officer designation
- Thorough knowledge of all pertinent Town of Halton Hills By-laws and provincial statutes including Municipal Act, Provincial Offences Act, Dog Owner's Liability Act and the Building Code Act as it relates to the Property Standards enforcement
- Ability to work independently on general tasks with only minimal or occasional supervision
- Exceptional communication skills
- Have sound judgement, analytical and decision-making skills
- Interpretation skills in assessing a variety of complaints and the ability to determine the appropriate action
- Ability to work under pressure by multi-tasking, priority-setting, negotiating compliance and mediating disputes while maintaining composure
- Knowledge of the functions of the Ontario courts
- Must be computer literate in MS Outlook, Word and Excel and proficient in AMANDA
- Valid Ontario driver's license and use of a vehicle to perform the duties of the job

**Compensation:** The salary for this position (35 hours per week) is \$72,310 - \$86,085 per annum. Occasional evening or weekend work, as necessary.

**Application:** Qualified candidates may submit a detailed cover letter and resume in confidence to the Town by 4:30 p.m., February 19, 2020. Please quote Posting No. 202016 on your cover letter. Please apply using only **one** method of application below.

**Email:** [humanresources@haltonhills.ca](mailto:humanresources@haltonhills.ca)  
(preferred)

**Mail:** Attn Human Resources  
Town of Halton Hills  
1 Halton Hills Drive  
Halton Hills, ON L7G 5G2  
Posting No. 202016

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Manager of Human Resources.

**1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2**

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905-873-2601 | 1-877-712-2205 | 905-873-2347 (fax) | [haltonhills.ca](http://haltonhills.ca)