

## **Municipal By-Law Enforcement Officer (4 Full time, 1 Temp approx. 12-18 Months)**

### **People, Place, Prosperity**

Working within our Strategic Plan, **Cambridge Connected**, and committing to our values of Integrity, Respect, Inclusiveness and Service, the successful candidate will work together to help the City of Cambridge achieve our vision: A place for people to prosper – alive with opportunity.

### **Job Profile**

The City of Cambridge has four full time, and one temporary (approx. 12 -18 months) openings for Municipal By-Law Enforcement Officers in the By-Law Services Division, Corporate Services Department available immediately. Reporting to the Manager of By-Law Enforcement, the following duties will apply:

### **What you will be doing**

- Responding to public complaints, charging/Issuing orders along with gathering evidence and testifying in court, conducting site inspections and obtaining photographs as required
- Inputting orders/charges into data base and responding to telephone or counter enquiries
- Providing interpretation of related by-laws, legislation as well as keeping current on by-laws/regulations
- Issuing permits for swimming pools and signs, researching of records, by-laws and property information
- Be prepared to perform weekend or evening patrols
- Provide direction to all contractors including scheduling and overseeing for accuracy
- Representing the Municipality for the purpose of carrying out the duties of the Municipal by-law Enforcement Officer position.

### **Education**

Two-year College Diploma in Police Foundations or related discipline.

### **Experience and Knowledge**

- A minimum of two (2) years related work experience
- Valid "G" Driver's License required
- Municipal Law Enforcement Foundations course
- Ontario Association of Property Standards Training Level 1 and 2
- Knowledge of City By-laws and relevant legislation
- Communication skills to advise the public of violations, providing assistance and direction
- Good organizational and time management skills to prioritize workload.
- Knowledge of Court Room decorum and procedures

### **We will ask you for these items if you are hired**

Proof of your current and valid certificate(s) and/or educational qualifications.

Valid G driver's license.

Worker Health and Safety Awareness Training Certificate from the Ministry of Labour

### **Your compensation**

This position is within Grade 8 of the inside workers union salary schedule and has an hourly salary range of \$36.06-\$38.32 (annual salary range \$65,621 - \$69,743).

### **Hours of work**

The regular hours of work may include 8:30 a.m. to 4:30 p.m., Monday to Friday inclusive or may include 4 shifts on/4 shifts off as scheduled by the manager (35 hours per week).

### **Advertisement expiration date**

To apply for this position visit: [www.cambridge.ca/careers](http://www.cambridge.ca/careers). This posting closes on May 15, 2020.

### **Accommodation needs and protection of privacy**

The City of Cambridge is an equal opportunity employer, committed to diversity and inclusion. We welcome and encourage applications from all qualified individuals, and will accommodate the needs of qualified applicants under the Human Rights Code in all parts of the recruitment and hiring process.

Please contact Human Resources to make your needs known in advance, with the nature of any accommodations that you may require in respect to any materials or processes used to ensure your full and equal participation throughout the recruitment and hiring process.

Personal information collected in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with the City of Cambridge only.