



Employment Opportunity

By-law Enforcement, Property Standards and Licensing Officer

Reporting to the Deputy Clerk or Clerk, the Enforcement Officer is responsible for the enforcement of the Township's By-laws, through education and awareness, and when required, the issuance of warnings, violation notices and penalties. The By-law Officer will conduct investigations and inspections, respond to complaints in a professional and timely manner and work to achieve voluntary compliance whenever possible, utilizing excellent customer service skills.

Key Responsibilities:

- Responsible for the enforcement of the Township's By-laws, through education and awareness, and when required, the issuance of warnings, violation notices and penalties.
- Investigate complaints and conduct inspections and enforcement services under the Township's regulatory by-laws, development agreements and various permits and licenses.
- Respond to complaints and inquiries from the public, staff, outside agencies and other enforcement or inspection units regarding regulatory by-laws within required timeframes.
- Provide information and guidance to residents and business owners on regulatory by-laws.
- Provide suggestions for developing new initiatives and programs geared toward increasing compliance, including feedback on by-law amendments and/or policies and procedures.
- Maintain the Township By-law Enforcement Occurrence Tracker including all new occurrences, files under investigations, and closed files.
- Records management in accordance with TOMRNS and the Township's record management program.
- Ability to attend and provide presentations at Council meetings and quasi-judicial committee meetings outside of business hours as required.
- Experience with the Ministry of Transportation ARIS program.
- Collect evidence, obtain statements from witnesses, prepare and swear to informations, affidavits, subpoenas and summons and provide service.
- Follow up on investigations within established standards, issue tickets, summons and lay charges in accordance with the Provincial Offences Act.
- Testify as a witness for the Township at court, hearings or appeals.
- Prepare and issue all enforcement notices, orders, tickets, etc.
- Prepare reports and correspondence, and compile statistical information regarding investigations or complaints, as required, and maintain complete and accurate records.
- Provide input, conduct research and make recommendations for the creation and / or amendment to programs, policies and regulatory by-laws.
- Support management with setting fines in accordance with the Provincial Offences Act.
- Must be able to work on a variety of duties with frequent interruptions.
- Provide back up to the Township Crossing Guard as required (morning and afternoon duties when the crossing guard is unavailable).
- Receive, process and track Entrance Permit applications and deposits; perform site inspections and assist with the issuance of permits in collaboration with the Director of Public Works, Parks and Facilities.
- Coordinate Site Alteration permits in accordance with the Township regulatory By-law and applicable legislation.
- Coordinate with the Township's consultants and solicitor, external agencies and Township staff regarding the inclusion of appropriate conditions in Site Alteration permits and agreements.
- Coordinate the enforcement aspects of the Township Dog Tagging Program and works collaboratively with the Customer Service team in utilization of the DocuPet system.
- Coordinate the kennel license applications including coordinating inspections with the applicable agencies.
- Provide input to the Development and Legislative Coordinator on all planning applications.
- Attend development review meetings and provide input on regulatory by-laws.
- Perform additional duties and special projects as required.
- Be responsible to work in compliance with the Occupational Health and Safety Act and Regulations, the Township of Puslinch Occupational Health, Safety and Workplace Violence Policy and Procedures, as well as established industry guidelines.

**Minimum Qualifications:**

- Two (2) year diploma or certificate in law enforcement/ police foundations, law & security, justice administration, or other related discipline.
- Completion of the Municipal Law Enforcement Officers Association of Ontario – Part 1 Certificate, is an asset.
- Certification as a Certified Property Standards Officer (CPSO) with the Ontario Association of Property Standards Officer in Ontario and Certified Municipal Law Enforcement Officer through the Municipal Law Enforcement Officers Association of Ontario is required or must be eligible for certification.
- 3-4 years' experience in by-law enforcement or a related field.
- Strong knowledge of municipal by-laws and Provincial Offences Act, Highway Traffic Act, Municipal Act, Ontario Building Code, Provincial Offences Act, Dog Owner's Liability Act and other pertinent legislation related to municipal by-law enforcement; and municipal bylaw enforcement processes and practices including court documentation and proceedings.
- Sound judgement, analytical and decision-making skills with the ability to work under pressure by multi-tasking and priority setting
- Demonstrated ability to communicate effectively with the public and a variety of other stakeholders, while maintaining composure, both verbally and in written form.
- Highly attuned customer service and conflict resolution skills are essential.
- Ability to act in a confident professional manner in a variety of situations, including providing evidence in court.
- Demonstrated skill with a variety of software applications and programs including MSOffice.
- Ability to exercise a high level of independence, however, must be able to work effectively in a team and interact with others.
- Valid Ontario driver's license, free of serious offences under the Highway Traffic Act and in good standing, as well as the ability to obtain a satisfactory Criminal Background check.
- Ability to handle matters of a confidential or politically sensitive nature, and to maintain confidentiality.

This position offers a comprehensive benefit package and an annual salary range of \$64,955 to \$76,003.

Applicants are invited to submit a cover letter and resume by no later than 4:30 p.m. on Friday, April 29, 2022.

ATTENTION: HR Department, Township of Puslinch, 7404 Wellington Road 34, Puslinch ON N0B 2J0. E: hr@puslinch.ca or F: (519) 763-5846. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The Township is an equal opportunity employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance. If you require an accessible format, please contact hr@puslinch.ca.