



100 John West Way  
Aurora, Ontario  
L4G 6J1  
(905) 727-3123  
aurora.ca

Town of Aurora

## Employment Opportunity

Corporate Services

Division of Human Resources

### By-law Enforcement Officer

**Permanent, Full-Time**

**\$78,779.74-\$98,474.80 per year**

Reporting to the Manager, By-law Services, the By-law Enforcement Officer will be responsible for enforcement of various Town by-laws, including, responding to complaints regarding infractions, identifying infractions, resolving and reporting offences, issuing Notices of Violations, Orders and the laying of charges in situations of non-compliance for both property and business licensing offences. This position will also liaise with all levels of government and other agencies on common issues and new initiatives to ensure compliance with new legislation and enforcement procedures and provide occasional back up animal control support.

To be considered for this role, you possess a diploma/certificate in Police Studies/Foundations, Law & Security, Justice and Administration or related discipline and have demonstrated 4 years of related enforcement experience, preferably in a municipal environment. Certified Municipal Law Enforcement Officer and Certified Property Standards Officer (CPSO) designations are preferred. You have a thorough working knowledge of the Provincial Offences Act, Highway Traffic Act, Municipal Act 2001, Canada Evidence Act, Statutory Powers Procedures Act, Ontario Building Code Act and other pertinent legislation. In addition, you are familiar with related processes and practices including court documentation and proceedings. Excellent interpersonal, investigative, report-writing, problem-solving, and organizational skills are required. You have knowledge of word processing software as well as Cityview, Internet, Outlook and the ability to deal courteously and effectively with the general public, staff, other levels of government, and elected officials is required.

Availability to perform shift work including evenings and weekends and/or overtime as may be required. In addition, you have Class "G" Driver's license in good standing and reliable vehicle to use on corporate business.

Successful applicants to this position will be required to provide a **Vulnerable Sector Check** that is satisfactory to the Town prior to their start date at the applicants' own cost.

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If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, Ontario, L4G 6J1 or email to: [hr@aurora.ca](mailto:hr@aurora.ca) by **June 18, 2023** quoting the job title and reference number **23-50**.

The Town of Aurora is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Division of any accommodations needed to ensure

Posting Date: June 6, 2023

Recruitment Number: 23-50

you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-312

