



The Corporation of the City Of Brantford Bylaw Services

requires

Supervisor of Bylaw Compliance Job ID #2050

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our Work from Home arrangement. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Director of Bylaw and Security Services, the Supervisor of Bylaw Compliance is responsible for the supervision of Bylaw Compliance operations at the City of Brantford. This position provides daily leadership to staff with a focus on quality customer service and continuous improvement processes. Guided by the goals and objectives of the City's Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the Supervisor of Bylaw Compliance will aid in the achievement of the Vision for an inclusive, connected and prosperous city. Responsibilities include, but are not limited to:

- Recruitment, training, development, and performance management.
- Support the activities of the Director of Bylaw & Security.
- Provide weekly work plans and updates to the Director of Bylaw & Security.
- Investigate and follow up on complaints and inquiries in a professional, courteous and respectful manner.
- Participate in special projects and liaison with the Brantford Police Service and other enforcement agencies.
- Provide information to management on budget needs and monitor expenditures.
- Provide on-going tracking of technical trends, developments, advances and best practices.
- Review the issuance of Bylaw charges and the filling of court documents for prosecution.
- Maintain knowledge of relevant Legislation and Case Law.
- Assist with the preparation of Council and Committee reports.
- Host and attend public meetings as required.
- Ensure all work practices comply with applicable Legislation, Regulations, and the City of Brantford's Health and Safety, and other related policies.
- Attend to Bylaw matters when required.
- Perform other related duties as assigned.

QUALIFICATIONS

- Successful completion of Police Foundations, Law and Security or Investigative Studies or equivalent education and experience.
- Four (4) years' experience in a leadership role in Bylaw Enforcement preferably in a unionized environment. Ability to demonstrate strong leadership and provide training to direct reports.
- Knowledge of and ability to interpret Municipal Bylaws, the Provincial Offences Act, Ontario Evidence Act and the Municipal Act.
- Knowledge of enforcement techniques, courtroom decorum and dispute resolution.
- Applicants should have general knowledge and understanding of building construction.
- Demonstrated commitment to continuous improvement and excellent customer service.
- Excellent interpersonal, communication, organizational, time management and problem solving skills.
- Experience with Microsoft Office (Word, Excel, PowerPoint and Outlook).
- Experience with the AMANDA system is considered an asset.
- Knowledge of the Occupational Health and Safety Act and other applicable Legislation.
- Able to manage multiple and changing demands and priorities.
- Possess a valid Class G Driver's License in good standing during the course of employment.
- IMS 200 Certification or equivalent (ICS200) is considered an asset. Subject to course availability, certification must be achieved within the first year of employment.

WAGE/SALARY RANGE: \$46.44 to \$58.05 per hour (35 hours per week) plus benefits.

To apply on-line, please visit the City of Brantford website at <https://careers.brantford.ca/> and click on **Current Opportunities**.

Closing date for applications: **Thursday, April 18, 2024, at 4:30 p.m.**

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted. Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.