

Job Opportunity

The Corporation of the Town of Orangeville
invites applications for the position of

Supervisor, Licensing and By-law Enforcement **Corporate Services Department** (Full-time position, 35 hours per week)

The Town is actively seeking a full-time Supervisor for Licensing and By-Law Enforcement. In this role, you will report directly to the Town Clerk and be responsible for overseeing the licensing program and ensuring compliance with Town of Orangeville by-laws.

Job Duties:

- Supervising day-to-day enforcement activities, initiatives, and processes pertaining to the enforcement of municipal regulatory by-laws, including but not limited to licensing, traffic (parking), zoning, property standards, signs, noise, vehicles for hire.
- Ensuring compliance within existing legislation/by-laws/regulations; Responsible for the tracking of enforcement services and preparation of related reports.
- Providing information to the public regarding municipal by-laws and enforcement, addressing inquiries, and maintaining communication with government entities, staff, and the public, both over the phone and in-person, regarding all aspects of the Clerk's Division operations.
- Managing the daily operations of the business and lottery licensing program, ensuring efficient issuance of licenses in accordance with the Town's by-laws.
- Assisting the Town Clerk in developing by-laws and policies, including preparing reports for Council and committees; aiding in municipal election coordination as needed.
- Other duties as assigned.

Qualifications:

- A post secondary degree from a recognized university in law, public administration - government, political science, or equivalent education and experience.
- Minimum five (5) years of progressive, related and demonstrated experience, with three (3) years of experience at a supervisory level.

- Experience in municipal administration, by-law enforcement, property standards compliance, permit and license issuance, as well as investigation practices and procedures.
- Membership or eligibility for membership with the Municipal Law Enforcement Officers' Association (MLEO), and the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO).
- Certification, or eligibility for certification, as a Property Standards Officer through the Ontario Association of Property Standards Officers (OAPSO) and membership or eligibility for membership with the Ontario Association of Property Standards Officers (OAPSO) is considered an asset.
- Knowledge and experience with provincial legislation, including the Provincial Offences Act, Highway Traffic Act, Building Code Act, the Municipal Act, Planning Act, Dog Owners' Liability Act, Accessibility of Ontarians with Disabilities Act, and municipal regulatory by-laws.
- Computer proficiency in MS Office (Word, Excel, Outlook and database applications – SharePoint) and related information systems.
- Excellent analytical, writing, and record retention skills with the ability to respect confidentiality; strong management skills with the ability to achieve results within rigid time constraints.
- Excellent interpersonal, political acuity, and collaboration skills including the ability to work effectively in a team environment.
- Candidate must be able to work flexible hours and/or shifts including days, evenings, overnight and weekends.

Successful candidates will be required to complete a background check, including but not limited to a Vulnerable Sector Check in accordance with the duties of this position.

Salary Range: \$88,785.06 to \$103,865.96, Band 11 on the Town's 2024 Salary Pay Grid, plus a comprehensive benefits package

Qualified candidates are invited to submit their resumes in confidence, addressed to Sarah Mayer, Co-ordinator, Human Resources, no later than 4 p.m. on **Friday, April 12, 2024**. Applications may be submitted online or in person to the Town Hall located at 87 Broadway. Please do not email your application.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Orangeville, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the Manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.