

EMPLOYMENT OPPORTUNITY

By-Law Enforcement Officer

Planning and Building Services - CUPE Local 157

Summary:

Investigate violations or perceived violations of Municipal By-laws and Provincial legislation to determine the need for compliance. Collect and document evidence regarding compliance to allow for the resolution of the violations in an efficient time period via mediation, remediation or legal action.

Duties and Responsibilities

(These set out the principal functions of the position, and shall not be considered as a detailed description of all the work requirements).

- Inspect private, residential and commercial properties to determine their use is in conformance with designated By-laws (i.e. waste, zoning, signage, property standards, pool closures and licensing).
- Investigate violations or perceived violations of By-laws and Provincial legislation involving collection of evidence, determination of an offence and documentation of violations.
- Enforce of by-laws to ensure properties are in compliance with the By-laws, advising those in non-compliance of the requirements and working to achieve compliance or proceeding with prosecution.
- Serve summons to property owners, corporations, contractors and other persons as determined for offences where prosecution is required due to non-compliance with By-laws and Provincial legislation. Includes service for Municipal By-law infractions on behalf of the Building Section (Ontario Building Code Act and Regulations) and Fire Services (Ontario Fire Code, Fire Protection and Prevention Act) offences.
- Enforce of business licensing By-law including investigation, laying of charges and attending court as a witness for the prosecution.
- Chairing monthly By-law meetings.
- Perform other similar and related duties, as required.

Position Requirements:

- Minimum of Grade 12 Diploma plus supplementary courses including training through the Municipal Law Enforcement Officers Association (MLEOA), the Ontario Association of Property Standards Officers (OAPSO) and Ontario Building Code courses.
- Diploma in Police Foundations or Law and Security is considered an asset.
- Registration with MLEOA and certification as a Municipal Law Enforcement Officer within three (3) years from the commencement of duties.
- Registration with OAPSO and certification as a Certified Property Standards Officer (CPSO) within three (3) years commencement of duties.
- Three (3) years of related experience in a municipal environment.
- Ability to interpret and apply legislation such as municipal By-laws, Provincial Acts and regulations.
- Demonstrated ability to tactfully and effectively deal with the public, homeowners, landlords and tenants to resolve issues on affected properties and other situations.

- Strong attention to detail. Must be observant and methodical in conducting investigations and documenting evidence.
- Ability to act in a confident and professional manner in stressful situations, including presenting evidence in court, and responding promptly to customer needs.
- Must be willing to work outside in all environments.
- Valid Ontario Driver's license, Class "G", with a clean driving record.
- Proven completion of Ministry of Labour Worker Health and Safety Awareness training.
- A demonstrated commitment to enhancing a safety culture.

CUPE 157 Pay Group 9 – Minimum \$73,620 annually; Maximum \$82,679 annually

Expected Work Location: City Hall (eligible for remote work)

Hours of Work: Currently Monday-Friday 8:30am-4:30pm.

Applications will be accepted online at www.stcatharines.ca/jobs.

Applications received any other way will not be accepted.

The City of St. Catharines is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.