

Property Standards & Municipal Law Enforcement Officer



Job Title:
Property Standards & Municipal Law Enforcement Officer

Job Number:
J0424-0040

Job Code:
09B278

Job Category:
Licensing & Enforcement

Department:
Licensing & Enforcement Services

Location:
1211 John Counter Blvd.

Bargaining Unit:
CUPE

Job Type:
Part Time

Employment Type:
Replacement

Number of Positions:
1

Hours of Work:
0 to 24 hrs/wk

Salary:
\$29.39 - \$36.64/Hour

Date Posted:
May 10, 2024

Closing Date:
May 24, 2024

Opening Statement

We acknowledge that the City of Kingston is situated on traditional Anishinabeg (Ah-nish-in-ah-beg), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat) territory and thank these nations for their care and stewardship over this shared land. Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government.

At the City of Kingston, we believe that diversity and inclusion are essential elements of a thriving workplace. We value the unique perspectives and experiences that each individual brings to our team. As we continue to grow, we are dedicated to creating an environment where all employees feel welcomed, respected, and empowered to contribute their best work. The City of Kingston views diversity as its strength and we encourage applications from individuals of all backgrounds, including those from underrepresented communities.

As staff, you play a pivotal role in enhancing people's lives by delivering exceptional, customer-centered services while working for an organization known for excellence and innovation.

Position Summary

****Note: Pay rates are based on 2023 rates****

Reporting to the Supervisor, Enforcement, the General ByLaw Enforcement Officer is responsible for the enforcement of municipal by-laws and various provincial acts and will resolve complaints and provide information and guidance regarding municipal general bylaw issues.

KEY DUTIES & RESPONSIBILITIES

Inspect properties within the City of Kingston and in accordance with the Ontario Building Code Act to assure compliance to the Property Standards Bylaw and Yards Bylaw

Investigate, respond to and ensure compliance and enforcement of various provincial acts and all applicable by-laws and relevant legislation with tact, firmness, impartiality and sound judgment

Enforce the animal control by-law including apprehension of dogs at large and support the Responsible Pet Ownership Program (RPOP)

Communicate with members of the public relating to specific cases, enforcement procedures and education regarding the City's bylaws

Serve legal documents, issue warnings, infraction notices and summons' in cases of non-compliance and conduct follow-up site visits

Act as an ambassador for the City with residents and visitors

Responsible for data entry and for providing statistical information and reports

Collect license fees where applicable

Work with outside agencies to coordinate efforts relating to City properties

Prepare documentation and provide evidence in support of charges for Legal Services

Attend court, tribunals and appeals committee meetings

Work closely with all members of the department and liaise with other City departments to ensure a cooperative and consistent approach to enforcement

Make referrals to other departments and agencies

Assist with general Licensing & Enforcement department duties as required

Follow the City of Kingston's policies and code of conduct

Conduct duties by foot, bicycle or in a vehicle

Perform other duties as assigned

Qualifications, Competencies

2 year diploma in Community and Justice Services, Police Foundations or equivalent

2 years' work experience in enforcement, community services, or related field

Ontario Association of Property Standards Officers (OAPSO) training preferred

Member of the Property Standards Association or willingness to join upon hire

Preference given to candidates who have completed the MLEO (Municipal Law Enforcement) Part 1

Completion of MLEO Part 2 an asset

Must demonstrate corporate competencies: Customer Focus, Results Orientation, Integrity, and Teamwork

Skills, Abilities, Work Demands

Demonstrated knowledge of City Bylaws, Provincial Offences Act, Municipal Act, Dog Owners Liability Act, Ontario Building Code, Landlord Tenancies Act, Municipal Freedom of Information and Privacy Protection Act and how they relate to the day to day operations of Bylaw enforcement

Demonstrated public relations skills and able to resolve contentious issues in a professional and efficient manner

Able to communicate effectively both verbally and in writing

Able to conduct duties with a high degree of tact while exercising sound judgement and discretion

Able to prepare and give evidence at tribunals, appeals meetings, and in court with a high degree of accuracy

Able to handle stressful situations on a regular basis

Able to work in unpleasant environments and small/confined areas, including crawlspaces and basements etc.

Able to work with minimal supervision

Must be team oriented, flexible and committed to continuous self-improvement

Possess basic Microsoft Office skills (Outlook, Word and Excel)

Able to perform the essential duties of the job and be willing to work outside in all environments

- Knowledge of Cityview and other GIS mapping tools an asset
- Must possess and maintain a valid class "G" license with a satisfactory driver's abstract
- Must be available to work nights and weekends if required
- Must obtain and maintain a satisfactory criminal record check, including vulnerable sector

Closing Statement

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at HRCity@cityofkingston.ca.

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers
Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Please ensure to check any spam or junk folders for any emails coming from a City of Kingston account.

Are you interested in this job?



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