

At the City of Brampton, our focus is people. From our employees to the community we serve, people are at the centre of everything we do. Our city is a living Mosaic made up of 250 cultures and 171 spoken languages. Recognized by **Forbes** as one of Canada's top employers and **Maclean's** best communities in Canada, the City of Brampton is a dynamic and innovative place to work and experience. We want you to join us in serving our diverse community with pride and passion.

Our Focus Is People ●●●●●



JOB TITLE: Property Standards & By-Law Enforcement Officer
DEPARTMENT: Legislative Services
POSTING NUMBER: 106530
NUMBER OF POSITIONS: 1
JOB STATUS & DURATION: Temporary 12-months
HOURS OF WORK: 35 hour workweek / shift work / variable hours
LOCATION: Hybrid Model*– when working onsite, you will report to the location of FCCC
SALARY GRADE: 10
SALARY RANGE: **1ST STEP:** \$83,137.60 per annum
 2ND STEP: \$87,523.80 per annum
 JOB RATE: \$92,110.20 per annum

JOB TYPE: Union
POSTING DATE: January 22, 2025
CLOSING DATE: February 4, 2025

AREA OF RESPONSIBILITY:

Supervisor, By-Law Enforcement, enforce municipal by-laws and provincial legislation pertaining to the minimum maintenance standards of properties, which require repairs, or general upkeep of the building exterior, interior and yards. Ensure occupancy standards including zoning regulations are maintained within residential, commercial, and industrial units and their surrounding yards. Conduct investigations, collect and document evidence, issue orders, notices, inspection reports, attend property standards appeals, testify in court, and participate in community outreach and public relations activities. Respond to community concerns through education and enforcement initiatives. Maintain a positive, tactful demeanour in confrontational situations with the public, making on-the-spot decisions.

Provide direction and guidance to City contractors and summer weed inspectors.

- Respond to complaints and investigate matters surrounding residential, commercial and industrial building maintenance and the privately owned lands which surround them.
- Proactively identify safety hazards on/in buildings and yards on private property.
- Conduct investigations and enter into private dwellings and units to inspect for property standards violations.
- Provide enforcement of vital services in dwelling units; including heat, hydro, water, hot water, gas and steam.
- Coordinate the Marijuana Grow-Operation Protocol with various governing bodies, agencies and internal departments; including various municipal, provincial, and federal police services, Peel Public Health, Brampton Fire & Emergency Service and the Building Division.
- Issue property standards orders and ensure required remediation is performed and completed.
- Proactively identify zoning offences including illegal dwelling units (basement apartments).
- Ascertain legal status of accessory dwelling units and provide legal non-conforming status where appropriate: lodging houses, group homes, accessory structure setbacks and sizes, driveway widening, illegal business use, trailer and equipment storage and outside storage.

- Direct City contractors regarding self-help projects; cutting of excessive growth or removal of refuse from required areas. Inspect contractor work when completed.
- Provide guidance, training and direction to summer weed inspectors.
- Conduct required annual property standards inspections of group homes and lodging houses.
- Conduct investigation into municipal by-law infractions regarding refuse and debris, anti-fortification, grass and weeds, boulevard maintenance, municipal numbering and pool fence inspections.
- Issue Property Standards Inspection Reports, Notices of Non-compliance, Orders to Comply and Property Standards Orders.
- Generate prosecution requests and provide court briefs.
- Regularly follow up and testify in Provincial Offences Court for prosecutions.
- Attend Ontario Landlord Tenant Board hearings in landlord/tenant disputes when summoned.
- Attend and provide evidence at Property Standards Committee appeals.
- Liaise regularly with internal and external contacts; including Building Services, Fire & Emergency Services, Works, Parks, Peel Public Health, Peel Regional Police, contractors, homeowners, agents and lawyers.
- Provide information and educate the public on by-law matters in person, over the telephone, through correspondence and through Enforcement public awareness initiatives.
- Cause all administration fees and contractor fees related to self-help projects are added to property taxes for collection.
- Perform other similar and related duties as assigned.

SELECTION CRITERIA:

EDUCATION:

- High School Grade 12 graduation plus an additional program of over one (1) and up to two (2) years in enforcement, building regulations or equivalent.

EXPERIENCE:

- Over two years, up to and including four years experience in enforcement, construction and/or building practices; including defect recognition and repairs.

OTHER SKILLS AND ASSETS:

- Valid, non probationary Ontario Class G driver's licence.
- Working knowledge of Microsoft Office and related software.
- Exceptional written and verbal communication and interpersonal skills with an emphasis on customer service.
- Able to work independently and as part of a team.
- Ability to obtain COB driver's permit.
- Knowledge of the Building Code Act, Ontario Building Code Part 9, Municipal Act, Planning Act, Provincial Offences Act, and how they relate to private property enforcement.

***Various tests and/or exams may be administered as part of the selection criteria.*

#LI-Onsite

Interview: Our recruitment process may be completed with video conference technology.

Applicants who do not meet the educational requirements but have direct related experience may be considered.

As part of the corporation's Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available. *Our Hybrid Model is subject to change.

If this opportunity matches your interest and experience, please apply online quoting **reference #106530** by February 4, 2025 and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

As part of the application process, applicants will be invited to complete a self-identification survey. The survey is voluntary. Participation in the survey will have no impact on hiring decisions. Should you wish to opt out of completing the survey, please select “prefer not to answer” as a response to each question. All information collected is confidential and will not be shared with the hiring manager. The surveys will be anonymized and will be kept separate from applicant or employee files, such that the individuals who completed the surveys will not be identifiable. The results of the survey will assist in the analysis of disaggregated metrics for organizational planning purposes and our commitment to advance and foster diversity, equity, and inclusion. The City may use anonymized data to produce aggregate reports for internal or external use.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant’s responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.

If you would like to request content in an alternate format, please contact the Accessibility office by submitting a new [Alternate Format Request](#).



The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accommodations at any point during the application and hiring process, please contact TalentAcquisition@brampton.ca or 905.874.2150 with your accommodation needs, quoting the job opening ID#, job title. Any information received relating to accommodation will be addressed confidentially.