



## Employment Opportunity By-law Enforcement Officer I

Reporting to the By-law Enforcement Supervisor, the By-law Enforcement Officer I is responsible for promoting and enforcing the Township's regulatory By-laws through education and awareness, as well as enforcement actions, when necessary, such as the issuance of warnings, notices and penalties.

The By-law Enforcement Officer I will conduct investigations, inspections, respond to complaints in a professional and timely manner and work to achieve voluntary compliance whenever possible, utilizing excellent customer service skills.

### Key Responsibilities:

- Enforcement of the Township's By-laws, through public education and awareness, and when required, the issuance of warnings, notices and penalties.
- Respond to complaints and inquiries from the public, Township staff, external agencies and enforcement divisions.
- Conduct inspections under the Township's regulatory by-laws, development agreements, permits and licenses.
- Maintain accurate and timely records using the Township's By-law Enforcement Records Management System.
- Collect evidence, prepare and serve legal documentation (e.g., statements, affidavits, summons).
- Attend and provide presentations at Council meetings and quasi-judicial committee meetings outside of business hours as required.
- Issue Provincial Offence Notices under the Provincial Offences Act; represent the Township as a witness in Provincial Offences Court or hearings.
- Issue and screen Penalty Notices under the Township's Administrative Monetary Penalty System (AMPS) By-law.
- Assist in licensing and permit programs, including:
  - Dog Tagging (DocuPet system)
  - Kennel Licensing and Inspections
  - Site Alteration permits (supporting the Building Services Technician)
- Provide suggestions for developing new initiatives and programs geared toward increasing compliance, including feedback on by-law amendments and/or policies and procedures.
- Provide back up to the Crossing Guard as required.
- Records management in accordance with TOMRMS and the Township's record management program.
- Provide input, conduct research and make recommendations for the creation and / or amendment to programs, policies and regulatory by-laws.
- Provide back up to the Township Crossing Guard as required (morning and afternoon duties when the crossing guard is unavailable).
- Participate in special projects and additional duties as assigned.
- Provide after-hours and weekend support as required, averaging 35 hours per week.
- Ensure compliance with the Occupational Health and Safety Act and Regulations, the Township of Puslinch Occupational Health, Safety and Workplace Violence Policy and Procedures, as well as established industry guidelines.
- Participate in ongoing training, professional development and the Township's Policy Plus Program.

### Minimum Qualifications:

- Two (2) year diploma or certificate in Law Enforcement/Police Foundations, Law & Security, Justice Administration, or an other related discipline.
- 1-2 years of relevant experience in By-law Enforcement or a related regulatory field.
- Knowledge of relevant legislation, including:
  - *Municipal Act, 2001, S.O. 2001, c. 25*
  - *Provincial Offences Act, R.S.O. 1990, c. P.33*
  - *Highway Traffic Act, R.S.O. 1990, c. H.8*
  - *Building Code Act, 1992, S.O. 1992, c. 23*
  - *Dog Owners' Liability Act, R.S.O. 1990, c. D.16*
- Experience with the Ministry of Transportation's ARIS program.
- Completion of the Municipal Law Enforcement Officers Association of Ontario – Part 1 Certificate, is an asset.
- Completion of the Ontario Association of Property Standards Officers of Ontario – Part 1 Certificate, is an asset.
- Sound judgement, analytical and decision-making skills with the ability to work under pressure by multi-tasking and priority setting

7404 Wellington Road 34, Puslinch, ON N0B 2J0

Tel: (519) 763-1226 Fax: (519) 763-5846 [admin@puslinch.ca](mailto:admin@puslinch.ca)



- Demonstrated ability to communicate effectively with the public and a variety of other stakeholders, while maintaining composure, both verbally and in written form.
- Highly attuned customer service and conflict resolution skills are essential.
- Ability to act in a confident professional manner in a variety of situations, including providing evidence in court.
- Demonstrated skill with a variety of software applications and programs including MSOffice.
- Ability to exercise a high level of independence, however, must be able to work effectively in a team and interact with others.
- Valid Ontario driver's license, free of serious offences under the Highway Traffic Act and in good standing, as well as the ability to obtain a satisfactory Criminal Background check.
- Ability to handle matters of a confidential or politically sensitive nature, and to maintain confidentiality.

**Working Conditions:**

- A combination of indoor office work and outdoor field work.
- Moderate physical activity, including wearing a Body Armor vest weighing up to 7lbs, walking long distances, standing for extended periods, and driving to and from inspections sites across the Township.
- Frequent exposure to emotionally charged situations. Must be able to professionally manage confrontational or irate individuals, resolve conflicts diplomatically, and defuse tense scenarios while upholding professionalism.
- Flexibility hours including evenings, weekends and holidays, particularly during peak seasons or based on operational needs.

This position offers a comprehensive benefit package and an annual salary range of \$63,044.80 to \$76,167.00.

Applicants are invited to submit a cover letter and resume by no later than 4:30 p.m. on Friday, June 27, 2025.

ATTENTION: HR Department, Township of Puslinch, 7404 Wellington Road 34, Puslinch ON N0B 2J0. E: [hr@puslinch.ca](mailto:hr@puslinch.ca) or F: (519) 763-5846. Please respond by one method of application only. No phone calls please. Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The Township is an equal opportunity employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance. If you require an accessible format, please contact [hr@puslinch.ca](mailto:hr@puslinch.ca).