

The Municipality of Strathroy-Caradoc – Full-Time Permanent Job Opportunity

By-Law Enforcement Officer I

The Municipality of Strathroy-Caradoc is looking for someone who shares our values of teamwork, respect, honesty and commitment. You will be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile to serve residents and ratepayers. Our mission is to lead and serve our communities by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we strive to reach it together.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

Strathroy-Caradoc... Urban Opportunity, Rural Hospitality.

The Municipality of Strathroy-Caradoc is currently accepting applications for one (1) full-time, permanent "By-Law Enforcement Officer I."

Position Summary:

Under the general supervision of the Manager of Building Service and Chief Building Official, the By-Law Enforcement Officer II is responsible for reviewing complaints and, if validated, investigating, educating and/or taking enforcement actions. The By-Law Enforcement Officer responds to various regulating Municipal By-Laws including, but not limited to: Untidy Yards, Parking, Zoning, Noise, Site Alteration, Building without a permit, and Animal Care and Control; to ensure everyone is able to enjoy clean and safe neighbourhoods and public spaces.

The primary goal for this position is to ensure safety and maintain community standards that contribute to improving the quality of life within the Municipality of Strathroy-Caradoc and other surrounding Municipalities. The By-Law Enforcement Officer is committed to raising awareness of community standards and enforcing Municipal By-Laws using an education-first approach in a timely, professional, and unbiased manner.

Goal Statement:

As a member of the Municipal team, each employee is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything we do through attitude, training and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

Duties and Responsibilities:

- Serve as the Municipality's By-Law Enforcement Officer for enforcement purposes regarding Municipal By-Laws, policies and codes.
- Address By-Law complaints registered by the public, including steps necessary to administer these By-Laws which may include enforce, investigate, inspect, document, mediate, report and follow-up.
- Prepare and file site inspection records through the administration database (Citywide), including photos, notes, correspondence, and reports.
- Respond to public inquiries, adhering to the Municipality's Customer Service Standard policy.
- Maintain a positive public image at all times.

- Issue offence notices, work orders, and written communications for Municipal By-Law infractions, utilizing an education-first approach.
- Conduct parking enforcement for various municipalities working irregular hours.
- Assist with undertaking taxi checks relative to Municipal Taxi By-Law.
- Assist with undertaking animal kennel inspections relative to Municipal By-Laws and Provincial Laws and Regulations.
- Conduct regular tours of the Municipality to identify By-Law infractions.
- Assist in the creation of By-Laws and By-Law amendments.
- Work in co-operation with other governing agencies, including the Board of Health, Fire Department, Police Department, Ministry of Environment, Ministry of Labour, and other Municipal Departments.
- Maintain excellent interpersonal skills, communicating courteously and effectively, both orally and in writing, with all levels of staff, elected officials, court officials, consultants, contractors and the general public.
- Maintain excellent political acuity and collaboration skills, working effectively in a team environment.
- Work in environments with various degrees of physical and mental demands.
- Ensure operating procedures and workplace safety regulations are followed to comply with the Occupational Health and Safety Act.
- Complete general administration and office related tasks.
- Work flexible working hours and/or shifts including, but not limited to, days, evenings, and weekends, when required.
- Perform other related duties as assigned.

Qualifications:

- Post-secondary education in Police Foundations, Law and Security, or related field.
- No previous By-Law Enforcement work experience required
- Understands and works within the Occupational Health and Safety Act, Regulations, and any Municipal policies and procedures
- Computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), related information systems, and virtual meeting platforms.
- Ability to maintain a high degree of confidentiality
- Valid First Aid and CPR an asset
- Alternative Dispute Resolution (ADR) and/or Conflict Management training an asset.
- Must be able to work outdoors in all weather conditions
- Must have a valid class "G" or greater Ontario Driver's licence with a satisfactory driver's abstract
- Provide a satisfactory Criminal Record Check prior to starting employment
- Must be legally authorized to work in Canada

Compensation:

Wage: Band 3 – \$56,838.60 to \$71,052.80 per year (2025 rates)

Benefits: Comprehensive benefits plan including enrolment in the OMERS pension plan.

Posting Type: Existing vacancy

Closing Date: September 4, 2025 @ 12:00 PM

Only applications submitted through the Municipality's job board by the deadline noted above will be accepted.

We thank all applicants but only those selected for an interview will be contacted. Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for employment purposes. The Municipality of Strathroy-Caradoc is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.