

# Job opportunity

The Corporation of the Town of Orangeville invites applications for the position of

## By-law and Property Standards Officer

### Corporate Services department

(Full-time position, 35 hours per week)

Located on the north-west edge of the Greater Toronto Area, less than one hour's drive from Toronto and just moments away from the natural beauty of the Niagara Escarpment, the Town of Orangeville (Town) offers an excellent combination of location, small-town charm and urban amenities. Situated in the picturesque natural setting of the Hills of Headwaters, Orangeville is home to over 30,000 residents and is the largest urban community and regional service centre within Dufferin County.

Orangeville is a great place to raise a family, with an excellent quality of life and a strong sense of community. The Town is committed to a values-based, thriving and collaborative work environment that supports our employees' success. Our values of respect, integrity, team and excellence (RITE) aren't just words—they're what we live by every day. They guide how we work together, do what is "RITE", make decisions and support each other. These values form the foundation of our workplace culture, helping us grow stronger as a team and better serve our community. Our employees are passionate about delivering high-quality programs and services to our residents and are proud to contribute to making Orangeville one of the exceptional places to live in Canada.

### Position description

The Town has an opportunity available for the position of By-law and Property Standards Officer. This position is responsible for ensuring compliance, and enforcement of the Town of Orangeville by-laws. Hours of work will be Tuesday to Saturday, 11 a.m. to 7 p.m. The work schedule is subject to change based on business needs.

### Job Duties:

- Enforcing municipal regulatory by-laws which include zoning, property standards, licensing, traffic, property standards, signs, and noise.
- Investigating by-law related complaints, making determinations of infractions and attempting to attain compliance; and collecting evidence, preparing reports, court briefs, summons and disclosures, and attending Court when required.
- Assisting with by-law related projects and initiatives in collaboration with other Divisions; assisting with researching and developing by-laws and policies related to enforcement initiatives, including writing reports for Council and committees.
- Responding to enquiries from and liaising with the public, and other levels of government and staff, both on the telephone and in-person.

- Assisting with the conduct of municipal elections.
- Other duties as assigned.

**Qualifications:**

- College diploma in law enforcement or business
- Minimum three (3) years of previous experience in by-law enforcement and/or property standards compliance
- Certification, or eligibility for certification, as a Property Standards Officer through the Ontario Association of Property Standards Officers. Incumbent must be actively working towards the certification and obtain within an agreed-upon time as directed by the Town Clerk
- Membership or eligibility for membership with the Ontario Association of Property Standards Officers ("OAPSO")
- Membership or eligibility for membership with the Municipal Law Enforcement Officers' Association ("MLEOA")
- Current and valid Class G driver's licence.
- Ability to develop and maintain a thorough working knowledge of the Town's by-laws and other Provincial Legislation
- Knowledge of investigation and courtroom practices and procedures

**Successful candidates will be required to complete a background check, including but not limited to a Vulnerable Sector Check in accordance with the duties of this position.**

**Salary range:** \$88,827.83 to \$103,916.18, band 10 on the Town's 2026 pay grid plus a comprehensive benefits package

Qualified candidates are invited to apply no later than 4 p.m. on **August 31, 2026**.

Applications may be submitted online, at [orangeville.ca/jobs](https://orangeville.ca/jobs) or in person at Town Hall on 87 Broadway, addressed to Human Resources. Please do not email your application. Please note that only those who are selected for an interview will be contacted by Human Resources.

To select the best candidates to serve the Town and its people, several screening tools, including police record checks, may be required as part of the hiring process for certain employment or volunteer positions. When requested, applicants are required to provide a police record check as a condition of their offer of employment. Police record checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of police record check required will be indicated in the job posting qualifications.

The Town is an equal opportunity employer. Accommodations are available for all parts of the recruitment process, and applicants are asked to make their needs known in advance. By submitting your personal information to the Town, you consent to the collection, use and disclosure of that information in connection with our recruitment,

hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town. Questions about this collection should be directed to the manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.

The Town recruitment software has applicant tracking capabilities, including the use of artificial intelligence (AI) to assess applications.

### **Questions about this posting?**

Human Resources, Town of Orangeville

Email: [hr@orangeville.ca](mailto:hr@orangeville.ca)

Phone: 519-941-0440 ext. 7304