

**CORPORATION OF THE TOWNSHIP OF CHISHOLM**

**EMPLOYMENT OPPORTUNITY**

**PART-TIME MUNICIPAL LAW ENFORCEMENT OFFICER/PROPERTY STANDARDS OFFICER**

The Township of Chisholm requires a part-time Municipal Law Enforcement Officer/Property Standards Officer

Reporting to Council, the successful candidate will provide proper and consistent enforcement and compliance with the municipality's by-laws; investigate and resolve complaints with respect to municipal by-laws and other legislation enforced by the municipality; lay charges as required; prepare court briefs and testify in court proceedings; and prepare and present reports for Council as required.

The successful candidate will possess:

- . Completion of Secondary School
- . Experience in the enforcement field including knowledge of the Provincial Offences Act and enforcement procedures, preferably in a municipal by-law enforcement setting.
- . Valid Class "G" Ontario driver's license and submission of an acceptable drivers abstract.
- . Computer skills in word processing.

A detailed job description, and other information pertaining to this position is available at the Municipal Office or on the Township's website: [www.chisholm.ca](http://www.chisholm.ca)

Interested candidates are invited to submit their application, including resume and cover letter that clearly outlines their qualifications and relevant experience, no later than 4:00 p.m. on Tuesday, February 14<sup>th</sup>, 2017 via one of the following methods:

E-mail: [info@chisholm.ca](mailto:info@chisholm.ca)

Fax: 705-724-5099

Mail: Linda Ringler, Clerk-Treasurer

Township of Chisholm

2847 Chiswick Line, RR # 4

Powassan, ON POH 1Z0

*If you require disability-related accommodation to participate in the recruitment process, please advise the Township Office as soon as possible. Accommodation may be provided in all steps of the hiring process. We thank all applicants for their interest and advise that only candidates selected for an interview will be contacted. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.*

## **JOB DESCRIPTION**

### **MUNICIPAL LAW ENFORCEMENT OFFICER/PEACE OFFICER**

1. Acquire adequate knowledge of Township by-laws. Familiarize self with new by-laws as they are introduced and existing ones when revised and the Provincial Offences Act.
2. Must have a valid driver's license and agree to have a Criminal Record Check.
3. Respond to complaints under the sole direction of the Clerk-Treasurer or designate from the Administration Dept. Conduct thorough investigation of the alleged infraction, take photographs, and perform necessary follow-up to insure remedial action was taken. Provide written reports on each investigation as per complaint forms or work orders. Advise complainant of action taken.
4. Check by-laws when following up on complaints of alleged violations to determine if the violation in question is within the corporation's jurisdiction to enforce.
5. Co-operate with police force/s when required.
6. Co-operate with the Township solicitor and court personnel in the preparation of cases; appear as a representative of the Corporation in court action.
7. Co-operate with, administrative staff, Ontario Provincial Police, Chief Building Official, Public Works staff, and Canine Control Officer in the handling of by-law enforcement matters.
8. Administer fines/charges under the Provincial Offences Act for by-law infractions.
9. Maintain awareness of sensitivities involved when following up and investigating complaints.
10. Police assistance is recommended when perceived to be necessary.
11. Keep abreast of all laws which might affect the enforcement of municipal by-laws.
12. Attend Municipal Law Enforcement Officers annual conference, at Council's request, to keep abreast of provincial legal changes that may affect municipal by-laws.
13. Provide monthly written report to the Township Clerk-Treasurer or Administration Dept. designate containing the following information; occurrences; problem areas of enforcement; make recommendations for changes, improvements and solutions to by-laws or other enforcement matters. A copy of the report will be provided to Council in 'In Camera' session.