

Town of Erin – Job Posting



Building / Planning / By-law Enforcement Department

BY-LAW ENFORCEMENT AND PROPERTY STANDARDS OFFICER

The Town of Erin is a progressive mid-sized municipality, located adjacent to the GTA, and 35-minutes from Guelph, Milton, Brampton, Mississauga, Bolton, and Shelburne.

The Town is currently accepting applications for the position of By-Law Enforcement and Property Standards Officer.

The By-Law Officer is responsible for investigating, administering and enforcing the provisions of all by-laws of the Town of Erin as well as applicable provincial statutes.

Position Requirements

Education

- Grade 12 diploma or equivalent.
- Completion of a Municipal Law Enforcement Officer program or a college diploma in the field of law enforcement; or graduate of the Ontario Police College or other recognized police training facility.
- MLEO certification through the Municipal Law Enforcement Officers' Association of Ontario preferred.
- Certification as a Property Standards Officer considered an asset.
- Excellent communication skills both orally and written.
- Ability to exercise discretion and tact and to maintain a high degree of confidentiality.
- Strong investigative skills and sound judgment.
- Ability to work independently.
- Proficiency in a Windows environment with intermediate skill level in Microsoft Word and Outlook.
- A valid Ontario Class G Driver's License with a clean Ministry of Transportation abstract and a reliable vehicle to attend to enforcement matters within the Township.

Experience

- Minimum five years' experience in by-law enforcement
- Minimum five years' experience specifically dealing with Zoning and Property Standards By-laws
- Previous municipal experience required

The full job description can be found on the Town of Erin website: Erin.ca

Interested applicants may submit their resumes to: HR@Erin.ca.

Resumes will be accepted until 4:30pm, Friday, March 2nd, 2018.

Hiring will be subject to the successful passing of a Criminal Reference check and verification of education and required certifications.¹ Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Town is an equal opportunity employer. Accommodations are available for all parts of the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*.