

**TOWNSHIP OF WEST LINCOLN
ENFORCEMENT OFFICER**

Reporting to the Chief Building Official, the Enforcement Officer will be responsible for the enforcement of by-law regulations including parking and the property standards portfolios. You will also perform duties to ensure compliance with building related regulations and standards as assigned.

To join our team you will need to demonstrate successful, progressive learning experience in a Municipal environment with exposure to all types of enforcement matters. You must have a Community College Diploma in Law and Security or related discipline; 3 to 5 years work experience. Successful completion of Ministry of Municipal Affairs and Housing qualifications for OBC legal processes and house and building structural would be considered an asset as would certification with OASP (Ontario Association of Property Standards). A working knowledge of current building and plumbing legislation/regulations and associated standards is required. We are looking for someone with excellent interpersonal, communication, problem solving and organizational skills.

Our Township offers opportunity for career growth in a friendly work environment with a small town atmosphere. The salary range for the position is currently \$28.87 to \$29.43/hour working a 35 hour work week, accompanied by a competitive benefits following a three month probationary period and pension package. Office Core hours are 9 am to 4:30 pm; however, overtime will be required on occasion with the core hours being adjusted from time to time to accommodate enforcement activity during weekends and early morning hours.

For additional information see the position description at <http://www.westlincoln.ca>

Interested applicants are invited to submit a letter of application outlining their qualifications and experience, as well as a detailed resume by no later than **Friday, April 26, 2019 at 4:30 p.m.** to the attention of:

Joanne Scime, Clerk
The Corporation of the Township of West Lincoln
318 Canborough Street, P.O. Box 400
Smithville, Ontario L0R 2A0
Fax: (905) 957-3219
Email: jscime@westlincoln.ca (subject line: Enforcement Officer)

We thank all those applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-957-3346. Please know that should you require any special accommodations in order to apply for a position or interview for a position with the Township of West Lincoln, we will endeavor to make such accommodations.