



PROPERTY STANDARDS OFFICER (2 YEAR CONTRACT POSITION)

The City of North Bay is inviting applications for the position of Property Standards Officer. The Property Standards Officer contributes to the success of the City of North Bay by educating the public in regards to the Property Standards By-Law; investigating and resolving complaints with respect to municipal by-laws and other legislation enforced by the municipality.

This position is also responsible for regularly reviewing and evaluating the By-law for continued effectiveness as well as the development of new by-laws to address areas of concern within the City. Promoting education, awareness and incentives for compliance are key components to this position. Annual reporting on activity levels and recommendations is required.

Qualifications:

- 2 year Post-Secondary education in a related field such as Police Studies, Community and Justice Services or Protection, Security and Investigation.
- Minimum three (3) years of municipal law enforcement experience.
- Experience with attending court proceedings including preparing and giving evidence.
- Working knowledge of the municipal legislative framework including the Provincial Offences Act, the Municipal Act, the Planning Act, and other relevant Provincial statutes and regulations.
- Ability to enforce regulations with firmness, tact and impartiality.
- Proven display of values such as honesty, integrity, professionalism, accountability and responsibility
- Ability to communicate effectively verbally and in writing.
- Keen powers of observation and attention to detail
- Ability to use a computer and computer systems, including word processing, GIS & financial recording/processing.
- Effectively work independently, with minimal supervision, under the direction of the Chief Building Official.
- Class G Driver's License

Qualified individuals interested in being considered for this position are requested to submit a resume and covering letter, in confidence, no later than 4:30 p.m., Friday April 30, 2021 via email to: staffing@northbay.ca.

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

Accommodation will be provided in all parts of the hiring process as required under the City of North Bay's Accessibility Policy. We encourage applicants to make their needs known to Human Resources in advance.

An Equal Opportunity Employer