

FULL TIME EMPLOYMENT OPPORTUNITY

Property Standards / Short Term Rental Accommodation Enforcement Officer



An excellent career opportunity awaits you at the Town of Huntsville. If you want to work in a community that is set in one of the most beautiful natural settings in Canada and offers a great quality of life with all the amenities, this is the job for you! Located in Ontario's cottage country, the Town of Huntsville is the largest community in the District Municipality of Muskoka and in proximity to the west side of Algonquin Park. Within this exciting setting, the Town of Huntsville has a vibrant downtown and offers many cultural and outdoor recreational opportunities.

We are looking for the following position to complement our Development Services Division:

Property Standards / Short Term Rental Accommodation Enforcement Officer

Reporting to the Manager of Building and By-law Services/Chief Building Official the Property Standards / Short Term Rental Accommodation Enforcement Officer position is responsible for the effective and timely delivery of Municipal Law Enforcement Services to the community in a customer oriented, professional manner. The Officer is responsible to ensure compliance with Town by-laws and that complaints related to Property Standards and Short-Term Rental Accommodations are dealt with in a timely and professional manner. In addition, the Officer can issue orders under the building code act and follow provincial processes, that charges are laid properly and there is proper filing of Court documents.

Ideally, the successful candidate will be self-motivated and have the following qualifications:

- Completion of a two year Law and Security Program
- Familiar with law enforcement practices and procedures
- Strong analytical skills as well as an ability to make decisions independently
- Professional in presentation and demeanor
- Proficient in personal computer applications such as Excel, PowerPoint, Word and Outlook in addition to being familiar in learning new technology and programs
- Valid Class G Drivers Licence
- Knowledge of construction principals is an asset.

The annual salary range for this position is \$55,455.40 to \$ 61,133.80 based on 35 hours of work per week that could vary and will include weekends and evenings.

The Town of Huntsville is committed to providing accommodations throughout the hiring process. If you require an accommodation we will work with you to meet your needs. Qualified applicants are invited to submit a cover letter and resume to the undersigned by **February 3, 2023 @ 4 pm**.

Human Resources Department

Property Standards / Short Term Rental Accommodation Enforcement Officer Competition

Town of Huntsville, 37 Main Street East

Huntsville, ON, P1H 1A1

hr@huntsville.ca

We appreciate all applications, however, only those candidates invited for an interview will be acknowledged. Personal information contained in your resume is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for employment assessment purposes. The Corporation of the Town of Huntsville is an equal opportunity employer who is committed to diversity in the workplace.