

City of Stratford
By Law Enforcement Officer

Job Posting#: 97-2023

Status: Temporary Full-Time (6-months, potential extension to 18-months)

Union/Non-union: CUPE 1385

Date Posted: November 9, 2023

Annual Salary: \$68,438 - \$72,806

Closing Deadline: November 16, 2023

Department/Division: Building & Planning / Building

Location: On-Site (Stratford, ON)

Duties:

Reports to the Chief Building Official. Responsible for the investigation and enforcement of municipal by laws related to property and other standards.

Work Performed:

- Responds to inquiries and investigates complaints of alleged violations to regulatory and licensing by-laws received from members of the public and other departments.
- Responds to inquiries, investigates complaints and enforces City Property Standards and other related Bylaws. Issues permits and licences and undertakes inspections. Reviews and approves driveway expansion applications.
- Directs complaints not within municipal jurisdiction to appropriate department/agencies.
- Enforces by-laws using an established procedure, including visiting the offender regarding the alleged offence, gathering and documenting relevant evidence.
- Performs data entry on automated and other systems, including but not limited to violations, department statistics, databases and mailing lists.
- Prepares and maintains reports and records as required, and in accordance with established procedures.
- Prepares evidence for committees, tribunals, and court proceedings. Provides advice to other departments regarding by-law enforcement.
- Assists in the preparation of new by-laws and public notices educating the public of the existence, content and intent of by-laws and the City's policy on enforcement.
- Refers special and/or unusual situations to the Chief Building Official or the Manager of Development Services for direction.
- Assists in maintaining a safe work environment.
- Performs other related duties as assigned.

Qualifications:

- Community College Diploma (3 year) in Law and Security or equivalent education.
- Minimum 6-12 months related professional experience.
- Valid Driver's Licence (Class G).

Specialized Skills, Abilities, Training, License, Memberships, or Certifications

- Ability to obtain and maintain Certified Property Standards Officer status.
- Understanding of the Ontario Court system, including documentation and procedures, rules of evidence, giving evidence.

Applications will be received until November 16, 2023 at 4:30 pm.

Apply online by visiting <https://stratford.hiringplatform.ca/processes/154637-by-law-enforcement-officer-temporary-full-time-6-months-potential-extension-to-18-months?locale=en>