

Bracebridge is the place to live, work and play! As part of a growing, vibrant, and friendly community nestled in the heart of Muskoka, a world-famous region known for its lakes, rivers, beaches, parks and natural beauty, the Town of Bracebridge is seeking candidates for an exciting opportunity!

Property Standards Officer Regular Full-Time, OPSEU Bargaining Unit

What We Offer:

An hourly rate of pay of: \$39.03 (starting) - \$40.59 (after 3 months) - \$42.20 (after 12 months), plus:

<p>EMPLOYER-PAID BENEFITS</p> <p>Includes extended health and dental benefits plan and 24/7 confidential Employee and Family Assistance Program</p> 	<p>PAID SICK TIME</p> <p>Six days of annual sick leave plus 11 hours of paid leave for preventative medical appointments</p> 	<p>ENROLLMENT IN OMERS PENSION</p> <p>OMERS defined benefit pension plan is designed to provide a reliable stream of income in retirement</p> 	<p>ANNUAL PAID VACATION</p> <p>The Town offers annual paid vacation that increases based on years of service</p> 
<p>PERKS & SAVINGS</p> <p>Save up to \$1,892 per year on daily essentials and key life events through our LifeWorks Perks and Savings Program</p> 	<p>LEARNING & DEVELOPMENT</p> <p>Staff enjoy a culture of learning and access to a course reimbursement program</p> 	<p>INCLUSIVE & RESPECTFUL WORKPLACE</p> <p>We are committed to fostering an inclusive and respectful workplace culture for all</p> 	<p>STAFF ENGAGEMENT & WELLNESS</p> <p>Monthly wellness events and activities</p> 

Apply to this opportunity by **4:30 p.m. on August 9, 2024** with your cover letter and resume, quoting File **2024-O-015** and your first and last name to: humanresources@bracebridge.ca.

What You Will Do:

- Work collaboratively with other municipal staff on matters associated with interpretation and enforcement of by-laws.
- Undertake enforcement activities including administrative tasks and responding to general by-law enquiries from the public.
- Review applications, issue permits/notices, and conduct investigations under the Sewage System Maintenance Inspection Program (SSMIP).
- Manage significant compliance projects regarding property violations.
- Conduct research to support the review and development of by-laws.
- Undertake the preparation of advertising, promotion and outreach with respect to by-laws and programs that are designed to educate and elevate awareness and voluntary compliance.

This position reports to the Chief Building Official or designate.



JOB OPPORTUNITY Planning and Development

We are looking for a team player who is enthusiastic, customer service focused and who has the following:

- Ontario Secondary School Diploma and a minimum of a two-year diploma in a law and security program, or equivalent.
- Certification as a Municipal Law Enforcement Officer with the Municipal Law Enforcement Officers' Association of Ontario and/or Certified Property Standards Officer designation through the Ontario Association of Property Standards Officers, is an asset.
- Demonstrated knowledge and understanding of the Municipality's by-laws, the Occupational Health and Safety Act and WHMIS 2015.
- A valid class "G" Ontario Driver's license in good standing and a reliable vehicle to use on corporate business.
- Excellent knowledge of Microsoft Office Suite; Strong, administrative, organizational, problem-solving, communication and time management skills.
- Ability to provide an acceptable current vulnerable sector check.

For more information about this job and the qualifications, view the job description on our [Employment and Volunteer Opportunities webpage](#).

To learn more about the Town of Bracebridge and for other career opportunities, check out our [website](#).

We thank all who apply, however, only those candidates selected for an interview will be contacted.

The Town of Bracebridge is an Equal Opportunity Employer and is committed to meeting its obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Questions regarding collection of information or accommodation should be directed to the Corporate Services Department at (705) 645-5264.

Personal information is collected under the authority of the Municipal Act, S.O. 2001, c.25 and will be used to determine employment eligibility.