



Town of Erin

By-law Enforcement Officer

Business Unit: Building & Enforcement

Position Title: By-law Enforcement Officer

Reports To: Director of Planning & Development

PURPOSE & SCOPE OF POSITION

The Town of Erin is seeking an experienced individual to fill the permanent full-time role of By-law Enforcement Officer. Under the direction of the Director of Planning & Development, the incumbent will be responsible for ensuring that Provincial Acts and Municipal Regulatory By-Laws are proactively enforced. This position will be responsible for the safety and protection of the general public in the Town of Erin by way of education and enforcement of Municipal By-Laws and specific Provincial Statutes. The individual will be a proactive and innovative thinker, have excellent problem solving, customer service, and communication skills.

Major Responsibilities

- Responsible for enforcing Town of Erin by-laws including identifying, investigation and reporting alleged offences and monitoring compliance with such By-laws in accordance with applicable legislation.
- Responsible for but not limited to, the enforcement of parking, animal control, property standards and yard maintenance, noise, illegal dumping, signage, licenses/permits and zoning.
- Prepares compliance documentation for violations including notices, orders and investigative reports.
- Provides a high degree of customer service to the public and staff by handling all requests and inquiries with respect and professionalism in a timely manner.
- Keep abreast of all Town by-law revisions and any changes with relevant legislation.
- Patrolling assigned areas on a regular basis on foot, or vehicle to monitor compliance with Provincial legislation, and Town by-laws.
- Reviews by-laws, recommends and prepares amendments and updates when directed.
- Maintains daily detailed notes of activities and conducts research requested by the Director of Planning & Development.
- Attend court hearings as required; give testimony and liaise with legal representatives as required.
- Other duties as assigned.

Position Requirements

Education

- Successful completion of a post-secondary degree in law enforcement, police foundations, or in a relevant discipline.

- Certified Municipal Law Enforcement Officer (MLEO) designation is highly desirable.
- Working knowledge of municipal by-laws, enforcement processes, and relevant government legislation.

Experience

- 1 to 3 years of related experience in a municipal setting.
- Experience interpreting by-laws and provincial legislation pertaining to municipal law enforcement and licensing.

Working Conditions and Environment

- This position will be based out of the Town Offices.
- This position will work 40-hours a week however the incumbent is expected to work outside of normal business hours including evenings, weekends and holidays.
- Working conditions will include inclement weather.
- Must be able to climb ladders and enter confined spaces.
- Valid 'G' driver's license along with a clean drivers abstract and use of a personal vehicle are required.
- This position is compensated at \$75,420 - \$88,233 annually.

Interested applicants may submit their resumes to HR@erin.ca. Resumes will be accepted until 4:00 pm on February 4th 2022

The foregoing represents a reasonable statement of the requirements of this position. Hiring will be subject to the successful passing of a Criminal Reference Check and verification of education and required certifications'. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Town of Erin is an equal opportunity employer. Accommodations are available for all parts of the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act.