



Job Posting

The City of Quinte West invites applications for the following full-time position:

Municipal Law Enforcement Officer II Planning and Development Services

Reporting to Supervisor of By-Law Enforcement, the Municipal Law Enforcement Officer II is responsible for the application and enforcement of all municipal by-laws, policies and codes including, but not limited to, Property Standards By-law(s), Zoning By-law(s) and the Ontario Building Code.

Duties and Responsibilities:

The position will:

- Serve as the Municipality's Provincial Offences Officer for enforcement purposes.
- Deal with by-law complaints registered by the public.
- Investigate and procure evidence in alleged violations of municipal by-laws, policies and codes.
- Initiate legal proceedings, including filing information with the appropriate Court.
- Serve as the Municipality's designate in Court proceedings.
- Issue summonses in accordance with approved by-law provisions, including parking violations.
- Coordinate the dog/kennel licensing program.
- Undertake inspections, as required, with regard to applications for licenses and license renewal process.
- Provide information and support in preparing by-laws and, as appropriate, the setting of fines and short-forming process under the Provincial Offences Act.
- Conduct regular tours of the Municipality to identify by-law infractions.
- Mediate between parties when appropriate.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

Education/Specialized Training/Skills:

The position requires:

- A minimum of a two (2) year community college diploma in Law Enforcement or a related field.
- A valid Class G Driver's Licence and a safe driving record in good standing, satisfactory to the employer.

- Working knowledge of legal and court processes.
- Capabilities for interpreting and application of legislative provisions.
- Ability to conduct investigative inquiries under potentially sensitive situations.
- Effective communication skills, both verbal and written and strong personal organizational capabilities.

Nice to have:

Although not required, the following would be considered a preferred asset to the position.

- The ability to communicate in both English and French.
- Previous municipal experience.

Work Experience:

The position requires a minimum of three (3) years of experience in by-law enforcement, preferably in a municipal environment.

Remuneration: 2021 C.U.P.E. Salary Grid Band 8 - \$32.33/hr - \$33.66/hr

Qualified applicants are invited to apply [online](#) with their resumes by **11:59 pm on December 5, 2021**. They may also visit the City of Quinte West website at www.quintewest.ca for more information.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.

In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Quinte West is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 613-392-2841 x1106 or email hr@quintewest.ca if you require an accommodation to ensure your participation in the recruitment and selection process.