



City of Waterloo

One of the World's Top Intelligent Communities, Waterloo boasts a knowledge economy that is globally recognized and is home to major employers, global think-tanks, the country's leading finance and insurance companies, and world renowned post-secondary institutions. Waterloo's prosperity is at an all-time high and consistently outperforms provincial standards for wealth, educational attainment, and talent. From urban design and architecture awards to sustainability and economic development awards, Waterloo wins local, provincial and global acclaim as a premier destination for success.

Compliance & Standards Officer (Part Time)

An opportunity exists at the City of Waterloo for a regular part time Compliance and Standards Officer to join our Municipal Enforcement Services team. The successful candidate will conduct inspections in order to establish compliance with by-laws, investigate complaints and interpret and enforce municipal regulatory by-laws.

Accountabilities:

- Inspect properties, vehicles, and buildings to ensure their compliance with designated by-laws (i.e. noise, parking, nuisance, dogs, zoning, licensing, open burning, fireworks, abandoned/stolen vehicles) and designated provincial regulations (i.e. Reopening Ontario Act, Emergency Management & Civil Protection Act).
- Provide the public, and other interested individuals, all necessary information and assistance related to by-laws in the City
- Enforce the parking restrictions on all city streets, private property and City property through the issuance of parking violation tickets or facilitate tows
- Operate the overnight parking exemption program through a web-based tracking system
- When violations are observed, interact directly with person(s) to ensure compliance with by-laws is achieved
- Manually and electronically record information/facts with respect to investigations
- Respond to complaints generated through the Waterloo Regional Police Service, the City of Waterloo and citizens
- Travel throughout the City to conduct inspections, establish compliance, investigate complaints, and conduct other duties as required
Provide back-up to other Enforcement Officers as required, and other duties as assigned

Minimum Qualifications:

- Diploma in Law and Security Administration , Police Foundations or equivalent experience in a related field
- One to three years' experience in the law enforcement field
- Familiarity with courtroom procedure and decorum with an understanding of the *Ontario Evidence Act*
- Exceptional interpersonal and communications skills, both verbal and written, to deal effectively with the public in a non-confrontational manner as well as in the operation of a two-way radio system
- Excellent attention to detail with the ability to properly complete documentation
- Working knowledge of Microsoft Office products and strong keyboarding skills
- Valid MTO 'G' class driver's licence in good standing with driver's abstract acceptable to the City is required to perform the job
- Flexibility to work various shifts as assigned, including weekends, evenings, and nights
- Valid First Aid and CPR certification or willingness to obtain

- Certification in quantitative noise enforcement is considered an asset
- Satisfactory Police Records & Judicial Matters Check

At the City of Waterloo, we are committed to recruiting a diverse workforce that represents the community we so proudly serve. All interested and qualified candidates, including Indigenous persons, Black persons, non-Black racialized persons/persons of colour, women, persons with disabilities, 2SLGBTQ+ and those interested in joining our team are encouraged to apply.

For more details and to apply on-line, please visit the employment page of our website at:

www.waterloo.ca/careers

Job Posting Deadline: May 14, 2021 at 4:00 pm