



Excellence • Connectivity • Services • Livability • Growth

Bylaw Enforcement Officer

The Township of Ramara is a rural community located in Central Ontario, along the north-eastern shores of Lake Simcoe and Lake Couchiching. In Ramara, people are our priority. Our people are the cornerstone of our organization. We are always seeking creative and skilled individuals with the ability and desire to lead in our dynamic workplace. Each of our team members brings diverse experiences and perspectives, as well as unique skills and talents to the job. Our diverse compliment ensures an environment where individual, team, and organizational successes are embraced and celebrated. All team members have equal opportunity within the organization to thrive and attain their highest potential. We welcome your application for the Bylaw Enforcement Officer position and look forward to discussing how the Township of Ramara can become your next career choice.

Core Responsibilities

- The bylaw officer will enforce and educate the public on a wide range of bylaws to achieve compliance;
- Issue notices to enforce Minimum Property Maintenance and Occupancy Standards Bylaw on exterior property violations
- Report violations to Township Building Services staff with regard to interior property standards;
- Parking enforcement and issuance of tickets;
- Issue notices of violations, orders, Parts I, II and III processes of the POA;
- Respond to all complaints about dogs, seize dogs found to be running at large and stray
- Assist in the management of the Canine shelter

Experiences

- Minimum two (2) years of field experience as a Municipal Bylaw Enforcement Officer
- Experience with the capture, handling and restraint of wild and domestic animals;

Salary

\$26.14 - \$30.57 per hour

Join Our Team

To apply, please combine your cover letter and resume into a PDF document entitled "Bylaw Enforcement Officer" addressed to Brittany Wilson, Manager of HR/H&S and submit to hr@ramara.ca by 4:30pm on July 30, 2021.

Information collected for employment is done under the authority of Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, for the purpose of assessing eligibility for employment.

The Township of Ramara is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Human Resources Coordinator if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

Thank you to all applicants, but only those selected for an interview will be contacted.

Qualifications / Skills

- Minimum OSSD or Grade 12
- Working knowledge in Municipal or other regulatory enforcement, interpretation application of bylaws/regulations to achieve compliance;
- A working knowledge of the Ontario Court system together with a number of Statutes;
- The ability to work flexible hours which will include nights and weekends as well as to respond to emergencies on an on-call basis;
- Excellent interpersonal skills including the ability to communicate with the public using dispute resolution and mediation, elected officials and other staff and agencies in a professional and courteous manner;
- Excellent oral and written skills and the ability to be meticulous and detail oriented;
- Municipal Law Enforcement Officer (MLEO) certification an asset.