



Municipal Law Enforcement/Property Standards - Job ID #1111

Job Title	Municipal Law Enforcement/Property Standards	Status / Job Type	Permanent Full Time
Commission	Community Development	Department	Building Services
Union Affiliation	CUPE 181 (CITY HALL) - FT	Number of Openings	1
Rate of Pay / Range of Salary	\$33.52 to \$37.24 Per Hour	Benefits Entitlement	Yes
Hours of Work	35 Hours Per Week	Posting Date (4:30 pm)	Oct 8, 2020
Job ID #	1111	Closing Date (4:30 pm)	Oct 22, 2020

Position Summary

Reporting to the Manager, Property Standards and By-laws, this position is responsible for enforcing several City of Brantford By-laws, including but not limited to Property Standards, Lot Maintenance, Outdoor Signs, Fences and Swimming Pool Fences, Noise, Boarding, Zoning, Public Nuisance and Clean Air-Smoking By-laws. Duties are to be flexible as assigned and will include regular evenings and weekends. Conducting site inspections and gathering evidence, responding to general enquiries and effectively and efficiently dealing with complaints, maintaining accurate records and database management, issuing Part 1 Provincial Offence Notices, and preparing Part 3 Informations and Court briefs for court, and attending court to give evidence on behalf of the Corporation. Maintain positive, tactful demeanour in confrontational situations with the public, making on-the-spot decisions. Issue Notices, Orders and attend Property Standards Appeal Committee hearings and assist with community outreach and public relations activities. Assist with research for reports, writing reports, and other duties as assigned. Assist with bylaw enforcement issues by working with other departments including Clerks, Housing, Parks and Recreation, Engineering, Police, Clerks and the Brant County Health Unit. Must be willing to wear a uniform as supplied and maintain a neat and professional appearance at all times. This position will be required to work 3:00pm-11:00pm weekdays with weekend shifts subject to review. There will be times throughout the year where officers will return to standard working hours of Monday-Friday 8:30am-4:30pm, also subject to review. These positions will enforce all of the same by-laws as the current Officers however; there will be a special focus on the Clean Air Smoking By-law and Cannabis legislation. This position is also responsible for enforcing Provincial CoVid-19 Orders and new City Face Covering By-law. These added duties will require increased shift work including evenings, weekends, and statutory holidays dependent on

Provincial direction and the status of the CoViD-19 pandemic both locally and Provincially. Standard working hours of Monday-Friday 8:30-4:30 PM will otherwise be required.

Qualifications

- High school graduation and successful completion of Police Foundations, Law and Security or Investigative Studies or equivalent is required
- Certification by the Ontario Association of Property Standards Officers would be considered an asset
- Equivalent education and experience may be considered
- Candidates should possess a general knowledge and understanding of building construction
- Applicants must also be familiar with courtroom procedure and decorum and have knowledge of the Ontario Evidence Act
- 2 years previous experience in a law enforcement field is preferred
- Superior public relations and customer service skills are required, as well as the ability to deal authoritatively, but politely, with difficult customers
- Highly effective organizational, time management and research skills, with attention to detail
- Good computer and record management skills including the use of Microsoft Office suite
- Experience with inspection tracking software such as AMANDA would be an asset
- Hold or intention to acquire valid First Aid and CPR certificates
- The successful applicant must be prepared to adhere to a strict policy of confidentiality
- Must have valid "G" Class drivers license with current driving abstract in good standing with MTO
- Must be physically able to carry out the duties of the position including the climbing of stairs and possibly ladders and the walking over rough terrain
- Ability to work shifts including evenings, weekends and statutory holidays
- Able to work independently and as part of a team. Must be reliable with good attitude and employment record.

Qualified candidates please attach a detailed .pdf format resume & cover letter

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services.

Accommodations are available for all parts of the recruitment and selection process.