



Employment Opportunity
By-Law Enforcement Officer Student
(Seasonal, Contract Position)

The Township of Georgian Bay is a growing water-based community located in the District of Muskoka along the eastern shore of beautiful Georgian Bay. The Township has a permanent resident population of approximately 2,500 and an additional seasonal population of approximately 15,000.

Working under the direction of the Senior Municipal Law Enforcement Officer, the By-Law Enforcement Officer Student is responsible for receiving and resolving complaints regarding the following By-Laws: Noise, Fire, Littering, Business Licensing, Parking Control, Clean Yards and Property Standards, etc. Officers maintain a daily notebook and file detailed reports on each occurrence. This position issues Provincial Offence Notices and Parking Infraction Notices in accordance with the Provincial Offences Act while using tact and diplomacy at all times.

Working Conditions: This position will involve travel throughout the Township including traveling by boat to water access only locations. Selected candidates will be required to work a rotational day shift over a 7 day period including some weekends.

Summary of Duties:

- Responding in a timely fashion to resident complaints and inquiries
- Investigate and document all complaints
- Regular enforcement of the Township's Parking By-Laws
- Attend court when necessary to provide evidence relating to charges laid including parking infractions
- Maintain confidentiality of all actions, records and discussions undertaken during the course of duties

Required Qualifications:

- Valid First Aid and CPR certificate required
- Current Ontario "G" Drivers Licence and Boater Operator Card
- Clean driver's abstract and criminal record check (to be provided upon hire)
- Currently enrolled in a post secondary program such as Police Studies, Law or a related discipline
- Previous enforcement experience considered an asset
- Must have good public relations and communication skills
- Ability to work a variety of shifts including days, evenings, nights and weekends

Salary: \$15.39 per hour plus 4% vacation pay.

Interested individuals are asked to forward their resume and cover letter no later than **4:00 pm on February 1, 2019** to the Human Resources Department by **email jobs@gbtownship.ca** or **fax 705-538-1850**.

The Township is an equal opportunity employer which values diversity in the workplace. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest in the Township of Georgian Bay; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Privacy Protection Act, all information collected under the authority of the Municipal Act, 2001, will be used only during the selection process for the subject of posting.