



Employment Opportunity
By-Law Enforcement Officer
Summer Student Position (May – September)

Competition #2023-02

Overview: We are looking for three By-Law Enforcement Officers to join our team for the summer! As a member of our Fire and Emergency Services Team, the By-Law Enforcement Officers will be responsible for receiving and resolving complaints regarding Township By-Laws including Noise, Fire, Littering, Business Licensing, Parking Control, Clean Yards, Property Standards, and more. The By-Law Enforcement Officers will maintain a daily notebook and file detailed reports on each occurrence. These positions issue Provincial Offence Notices and Parking Infraction Notices in accordance with the Provincial Offences Act while using tact and diplomacy at all times.

Working Conditions: The By-Law Enforcement Officers will travel throughout the Township, including the communities of Port Severn, Honey Harbour, and MacTier. Travel by boat to water access only locations is required. The selected candidates will work a rotational schedule (including day and afternoon shifts), to cover a 7-day period. As such, some weekend work is required.

Duties include but are not limited to:

- Respond in a timely fashion to resident inquiries and complaints
- Investigate and document all occurrences
- Regular enforcement of the Township's 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:

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

Compensation: \$17.50 per hour plus 4% vacation pay, based on a 35 hour work week.

Interested individuals are asked to forward their resume and cover letter no later than **4:00 p.m. on January 31st, 2023**, to the Human Resources Department by email: jobs@gbtownship.ca

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