



Junior Municipal Law Enforcement Officer

Competition # 2023-10
(Temporary, 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. We have a multitude of inland lakes, are a gateway to the world-famous 30,000 Islands and the access point to Georgian Bay Islands National Park. Steeped in history, our cultural roots are an important part of our community.

The Township has a permanent resident population of approximately 2,500 and an additional seasonal population of around 15,000. The municipal office is located in Port Severn which is a short commute from Barrie, Midland, Orillia, and surrounding area.

Overview: We are looking for a Junior Municipal Law Enforcement Officer to join the Fire and Emergency Services Department for a temporary 10-month contract. Reporting to the Director of Fire and Emergency Services, this position will be responsible for investigating and resolving complaints with respect to Municipal By-laws and other legislation enforced by the Municipality. This position is also responsible for reviewing and evaluating existing by-laws for continued compliance and effectiveness as well as the development of new by-laws to address areas of concern within the Municipality.

Duties include but are not limited to:

- Respond to public enquiries and By-Law enforcement complaints. Review by-laws, gather evidence, contact witnesses/parties, prepare registered letters with compliance notices, and work with property owners/contractors to obtain compliance.
- Seek compliance of by-laws through public education and information patrols. Issuance of fines under Part I, II, and III of the Provincial Offences Act.
- Work with other departments and external agencies, including police services, to ensure that all regulatory by-law and licencing requirements are met.
- Conduct inspections for business licence applications, as applicable.
- Respond to complaints of stray and at large dogs.
- Conduct annual, complaint driven and request inspections to ensure compliance with the Ontario Fire Protection and Prevention Act to ensure fire code compliance.
- Prepare inspection orders and lay charges for Fire Code violations.
- Prepare and maintain all required records, reports, statistics, correspondence, and other material as related to fire prevention/inspection operations

Knowledge/experience:

- One to three years of experience in a municipal law enforcement setting.
- College Diploma or University Degree in a law enforcement program or related field.
- Familiarity with the Provincial Offences Act and other applicable legislation, membership in the Municipal Law Enforcement Officers Association is an asset.
- Solid understanding of investigation practices and procedures.
- Excellent communication, organizational, time management, and administrative skills.
- Strong computer skills including the use of Microsoft Office Suite.
- Outstanding conflict resolution, negotiation, and problem-solving skills.
- Current Class G Ontario Drivers Licence and Pleasure Craft Operator Card.
- Ability to provide a clean Vulnerable Sector Screening.

Wage rate: \$28.78 per hour plus 4% vacation pay, based on a 35-hour workweek.

This is a temporary unionized position covered under OPSEU Local 328.

Interested individuals are asked to forward their resume and cover letter no later than **4:00 p.m. on February 8th, 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.