

Part-Time Employment Opportunity By-law Enforcement Officer

The Municipality of Callander is seeking a part-time (24 hrs/week) By-law Enforcement Officer.

The By-law Enforcement Officer is responsible for responding to complaints, conducting investigations, enforcing compliance with Municipal By-laws, issuing offence notices under the Provincial Offences Act (e.g., parking tickets), maintaining and managing case files, preparing material for court, attendance at court as required, and liaising with various municipal and provincial agencies.

The By-law Enforcement Officer must interact with all contacts in a courteous and professional manner to provide a high standard of customer service and public relations. An education-first approach is mandatory, based on the By-law Enforcement Policy passed by Council.

The successful candidate will:

- Possess a College Diploma in an enforcement-related discipline, or possess equivalent qualifications, skills, and work-related experience.
- Possess a minimum of two years in related experience.
- Have a working knowledge of the standard practices and procedures of the Ontario Court system, the Provincial Offences Act, the Municipal Act, 2001, the Criminal Code of Canada, and enforcement of Municipal By-laws.
- Have strong investigative skills.
- Be able to deal effectively and positively with the public, appointed and elected officials in a professional and confidential manner.
- Have excellent oral and written skills.
- Be detail-oriented, analytical, and conscientious.
- Able to work independently.
Be available to work some evenings and weekends, as necessary.
Have knowledge and experience working with Microsoft Office software.
- Be legally able to work in Canada.
- Be at least 18 years of age.
- Have a clean criminal record.
- Possess a valid G-class drivers license in good standing and use of a reliable vehicle.
- Be able to provide proof of current automobile insurance coverage and a current driver's abstract upon hiring.

What we offer you:

- The wage rate is **currently under review and will be discussed at interview stage.**
- Hours of work: up to a maximum of 24 hours per week including evenings, weekends, and holidays.
- Mileage: \$0.61 per kilometre
- Prior to starting the position, the successful candidate must provide at their own expense, a current (within the last 180 days) satisfactory criminal reference check with vulnerable sector screening. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

Application Deadline:

Interested applicants can submit their cover letter and resume **no later than 4:30 p.m. on February 17, 2023.**

Your cover letter and resume can be mailed to:

Municipality of Callander
280 Main Street North
Callander, ON
P0H 1H0

or

Email your cover letter and resume to:
humanresources@callander.ca