



Municipal Compliance and Enforcement Officer
One Year Contract – 35 hrs/week

The Township of Madawaska Valley (MV) and Killaloe Hagarty and Richards (KHR) is posting a shared contract position for a Municipal Compliance and Enforcement Officer and are now accepting applications. This position will support Bylaw/Building and Planning Departments in both KHR (14 hours) and MV Twp (21 hours). The position is responsible for responding to complaints, investigating alleged by-law infractions and non-compliance as directed as they apply to the Ontario Building Code Act (Property Standards and Building Enforcement), Illegal dumping, building without permits, (illegal bunkies, trailers, C-containers) and Zoning Bylaw infractions. They will enforce various municipal by-laws as adopted by the respective Councils and, as required, prosecute all breaches of said by-laws. The position will be assisting as directed with site visits, drafting correspondence, providing education and compiling related evidence for court and prosecution briefs.

The following are a list of qualifications:

- Community College diploma or successful completion of training in Police Foundations or other areas of law such as the Municipal Law Enforcement Officer's Association.
- Building and property inspection experience and Provincial certification in Ministry qualifications and/or knowledge set out in the Ontario Building Code an asset.
- Thorough understanding of Municipal By-laws, Provincial Offences Act, and their enforcement; understanding of legal wording, by-laws and agreements; One (1) to two (2) years experience as a By-law Officer, Parks Conservation, Police Foundations or Law & Security or equivalent.
- Possess proven ability and knowledge to negotiate for compliance with laws and mediate on controversial issues and concerns between parties and experience conducting investigations, gathering information, and court litigation proceedings.
- Experience with the issuance of fines and/or infractions, including and not limited to processing infractions in court.
- Good computer literacy is required. Ability to draft and revise correspondence and may be required to present reports/recommendations to Departments and/or Council.
- Excellent interpersonal, project/time management, analytical, communication, presentation, and problem-solving skills.
- Possess a valid Ontario Driver's licence along with a clean Criminal Record.
- High level of initiative and independent judgement and proven ability to work with minimal supervision and a high level of confidentiality.

RATE OF PAY range \$22.70-\$24.86

ONE YEAR TERM: the length of the Contract may require extending in duration depending on need.

Deadline for applications: **3:00 p.m. August 2nd, 2021.** Please send your resume and cover letter, stating your qualifications to:

Attention: Gwen Dombroski
P.O. Box 1000, 85 Bay Street
Barry's Bay, ON K0J 1B0

Email: gdombroski@madawaskavalley.ca

For a detailed job description, visit www.madawaskavalley.ca or www.killaloe-hagarty-richards.ca

Thank you to all applicants; however, only those selected for an interview will be contacted.

Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance. All information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.