

Township of SOUTH STORMONT

*P.O. Box 84, 2 Mille Roches Road
Long Sault, ON K0C 1P0
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POSITION: By-law Enforcement Student (1)
DEPARTMENT: Fire and By-law Enforcement Department
REPORTING TO: Director of Fire and By-law Enforcement/Fire Chief
WORK HOURS: 35 hour work week, Monday to Friday
DURATION: Up to 18 weeks, May 8, 2023 - September 1, 2023

JOB SUMMARY:

Under the general supervision of Director of Fire and By-law Enforcement/Fire Chief the By-Law Enforcement Student will provide assists the By-Law Enforcement Officer with the enforcement of municipal by-laws, and provides public education and awareness programs and services in order to ensure the protection of residents, property and employees.

PRIMARY DUTIES:

- Provide public education and awareness and promote safety in order to reduce the incidence of accidents and emergencies and bylaw infractions.
- Assisting the By-Law Officer in the enforcement of bylaws by participating in ride-along with the By-Law Officer.
- Respond to incoming calls/email related to the By-law Enforcement Department.
- Assist with the administration of the Township Pet Licensing Program.
- Assist with inspection related to the Fence/Pool By-law.
- Perform a variety of administrative and clerical support tasks such as: filing; photocopying; scanning; faxing; typing labels, letters, envelopes; formatting/distributing correspondence.
- Adhere to high standards of the employee code of conduct and demonstrate understanding that their personal actions impact the public's perception of the Municipality.
- Perform other duties as assigned by their Supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

- Currently enrolled or recently graduated from a post-secondary education program related to law enforcement.
- Valid Class "G" Ontario Driver's License.
- Interpersonal and customer service skills.
- Computer skills including Email, Word, Excel.
- Verbal/written communication skills including courtesy, tact and explanation.
- Good report writing skills.
- Organizational and time management skills.

APPLICATION PROCESS:

Please submit your cover letter/resume on our website at southstormont.ca/careers.

The Township of South Stormont thanks all applicants for their interest in the position; however, only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. The Township of South Stormont is an equal opportunity Employer. Work accommodations are available, upon request, in the recruitment process for applicants with disabilities.