



## **EMPLOYMENT OPPORTUNITY** **Municipal By-Law Enforcement Officer**

The Township of South Stormont is a diverse mix of rural and small urban communities in Eastern Ontario. Home to over 13,000 residents, the Township's unique history and location on the shores of the St. Lawrence Seaway offers a host of activities and lifestyle opportunities.

The Township of South Stormont is seeking a Municipal By-law Enforcement Officer to work in the Fire and By-law Enforcement Department with a service-orientated team. The position is responsible for educating, investigating, administering, and enforcing the provisions of municipal by-laws in a professional and timely manner. The position provides public education and awareness programs and services to ensure the protection of residents, property and employees utilizing excellent customer service skills.

The Municipal Law Enforcement Officer investigates and responds to resident complaints regarding By-Law violations, and documents cases according to established procedures and guidelines.

### Education and Experience Requirements:

- Post-secondary Diploma in Law Enforcement, Justice Administration, or a relevant field.
- Completion of By-Law Compliance Enforcement and Investigative Skills Level 1 or equivalent.
- Strong knowledge of law enforcement practices and procedures.
- 4 years experience in municipal law enforcement or field investigation or other relevant experience.

### Skills & Attributes Sought:

- Excellent analytical and investigative skills.
- Excellent interpersonal, public relations and teamwork skills.
- Oral and written communications and organizational skills.
- Proficiency in the use of personal computer applications such as Excel and Word

The successful applicant must be available to attend occasional evening/weekend meetings or to work outside of designated normal hours per week. Standard work week is 35 hours.

The 2021 salary range for this position is Pay Band 5, \$58,717 - \$71,462 plus a comprehensive benefits package and pension.

Interested and qualified candidates are invited to visit our website at [www.southstormont.ca/careers](http://www.southstormont.ca/careers) to view the complete job description and apply online, deadline for submission is **Friday, October 29, 2021 at 12:00pm (noon)**.

The Township of South Stormont is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process.

We thank all applicants; however, only those selected for an interview will be contacted. This personal information is collected under the authority of the Municipal Act and will be used to assess eligibility for potential employment. Questions about this collection of personal information should be directed to Human Resources.