



## **Career Opportunity – Internal/External Posting**

### **By-law Enforcement Officer Legal and Legislative Services**

#### **Position Summary:**

Reporting to the Manager of By-Law Enforcement, the By-Law Enforcement Officer is responsible for ensuring the enforcement of and compliance with regulatory by-laws of the Municipality of Leamington.

#### **Key Responsibilities**

- Administer and enforce regulatory by-laws of the Municipality, including but not limited to, property standards, land maintenance, cannabis, zoning, signs, taxicabs and pool enclosures.
- Investigate by-law-related matters using appropriate investigative techniques, accurate note taking and collection of evidence (i.e., photographs).
- When necessary, issue an Order to Comply with applicable by-law.
- When necessary, retain and direct contractors to bring properties into compliance with by-laws.
- Assist with the preparation and conduct of by-law prosecutions, including providing evidence in court testimony and at property standards and other appeal hearings.
- Administer all sign permit applications.
- Issue parking infractions when required.
- Comply with the Occupational Health and Safety Act, applicable regulations, as well as the Municipality's Health and Safety Program.
- Other duties as assigned.

#### **Qualifications, Knowledge and Skills:**

- Must have a two-year diploma from a recognized college in law enforcement or equivalent education and/or experience.
- Must have at least two years' experience in a similar setting. Experience in by-law enforcement and compliance with property standards is preferred.
- Certification as Property Standards Officer through the Ontario Association of Property Standards Officers or willing to obtain such certification.
- Membership or eligibility for membership with the Municipal Law Enforcement Officers' Association.
- Must have experience demonstrating effective written and verbal communication skills.

- Must have experience demonstrating strong organizational and interpersonal skills, tact, and sound judgment.
- Must hold and maintain a valid Ontario Class 'G' driver's licence as a condition of employment.
- Ability to develop and maintain a thorough working knowledge of the Municipality's by-laws as well as relevant provincial legislation.
- Knowledge of investigation techniques and courtroom practices and procedures.
- Knowledge in building, construction, plumbing, electrical and heating would be an asset.
- Experience in customer service under difficult circumstances would be an asset.

**Hours of Work and Working Conditions:**

35 hours per week. The work schedule will vary; evening and weekend hours will be regularly required. Some travel is required.

**Employee Group:**

Salaried, Non-Union.

**Salary Range:**

\$82,540.71 to \$96,560.95 annually (2025 Rates)

**Closing Date:**

Applications must be received by 11:59 PM, Sunday, January 26, 2025.

**How to Apply:**

Interested candidates must apply online through our website, [leamington.ca/careers](http://leamington.ca/careers).

We thank all applicants; however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

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We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761