

CITIZENS FIRST THROUGH SERVICE EXCELLENCE

We have an exciting Permanent Full Time, Non-Unionized opportunity in the By-Law & Compliance, Licensing and Permit Services Department for an experienced and motivated individual.

**Supervisor, Property Standards
(FILE #J1024-0433)**

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

Responsible for:

Reporting to the Enforcement Services Division Manager, the Supervisor is responsible for:

- Supervising, organizing, and coordinating the daily operations of the Property Standards unit, and providing leadership, functional guidance, and direction to staff.
- Coaching and developing staff, providing encouragement, inspiration, guidance, and support in long-term career growth, and assisting staff in reaching individual goals and overcoming challenges.
- Assisting the Manager in the development of processes, policies, standards, practices, and strategic planning that support service level standards and continuous improvement and delivering results that are aligned with the Corporation's strategic vision, direction, and Service Excellence priorities.

The Supervisor champions the City's core values, with a focus on delivering service excellence.

Qualifications and experience:

- A two (2) year Community College Diploma in Business Administration, Public Administration, Law Enforcement, Regulatory Law, or suitable equivalent.
- Current holder of a Certified Property Standards Officer designation (from OAPSO), in good standing.
- Membership in the Municipal Law Enforcement Officers Association, in good standing.
- Ability to obtain Use of Force certification, through by employer within 18 months (about one and a half years) of hire.
- Minimum of five (5) years of progressive related and demonstrated experience enforcing municipal by-laws (zoning, property standards, short-term rentals, etc.), including a minimum of three (3) years of supervisory experience over front-line enforcement staff, preferably within a municipal/unionized environment.
- Demonstrated experience in conducting training sessions to large diverse audiences, utilizing power point presentations and other similar training methods.
- Experience in processing of court documentation, procedures, and rules of evidence, and giving evidence in court.
- Demonstrated experience developing and leading law enforcement projects and/or initiatives.
- Thorough knowledge and demonstrated practical application of pertinent legislation, municipal by-laws, regulations, guidelines, policies, and good practices, including enforcement techniques and maintenance of membership requirements for status with the Municipal Law Enforcement Officers Association (MLEOA).

- Knowledge of industrial processes, industrial waste water treatments systems, solid waste management practices, and relevant industry related Federal and Provincial Standards Acts and Regulations.
- Demonstrated good judgment and ability to work independently with limited oversight, as well as deal courteously and effectively with the public.
- Demonstrated ability to interpret municipal and provincial legislation and site plans.
- Demonstrated political acuity, business acumen and sound judgement.
- Knowledge of the Administrative Monetary Penalty Process.
- Sound knowledge of municipal operations, council proceedings, and divisional issues.
- Knowledge of Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) as it relates to job functions and solid judgment skills in the preparation of documents, training of staff and release of information in keeping with MFIPPA legislation.
- Ability to troubleshoot using data from known sources, interpreting complex concerns to develop strategies that protect the City's and the public's interests.
- Ability to adapt to change and to existing initiatives to meet the needs of the departmental and corporate goals, objectives, and initiatives.
- Demonstrated knowledge and proficiency in a range of core functions and operational processes of the division.
- Ability to analyze issues and problems, evaluate alternative solutions and develop sound conclusions, recommendations, and courses of action.
- Ability to execute decisions and deliver results that are aligned with departmental goals and objectives.
- Knowledge of and demonstrated ability in strategic planning, change management design, process, and implementation strategies to optimize quality and cost-effectiveness of delivery of business areas.
- Proven ability to manage conflict, effectively problem solve, be capable of working under stressful conditions as well as possess organizational and analytical skills and abilities.
- Ability to plan, organize, prioritize, and balance multiple responsibilities, shifting priorities, regular workflow interruptions while maintaining a positive attitude.
- Demonstrated ability to lead, coach and build cohesive and motivated teams; promote collaboration, team processes, learning and development opportunities for staff.
- Excellent analytical, problem solving, interpersonal, communication and negotiation/mediation skills.
- Demonstrated knowledge of financial operating and capital budgets and business planning processes
- Knowledge and proficiency in Windows environment using Microsoft Office Suite
- Ability to conduct oneself in a manner bestowing tact and diplomacy in a political environment, and when dealing with sensitive/confidential or controversial topics.
- Ability to identify and address performance issues in a unionized environment.

- Thorough working knowledge of enforcement processes and court proceedings; thorough knowledge and demonstrated practical application of applicable provincial legislation (such as the Provincial Offences Act) including the ability to interpret and apply municipal by-laws.
- Excellent organizational, administrative, interpersonal, oral and written communication skills.
- Proven ability to extract information and accurately prepare briefings and reports.
- Ability to work flexible hours, including outside regular business hours, in a demanding environment.
- Requirement to work on-call in rotation with departmental supervisors, as scheduled.
- Possesses a valid Ontario “G” Driver’s License, in good standing, with access to a reliable vehicle for corporate use.
- Knowledge of and demonstrated ability in the City’s core and leadership competencies and relevant functional competencies.
- Successful candidate(s) will be required to submit a clear Vulnerable Sector Check, prior to commencing employment

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please apply on or before Thursday November 14th at [City of Vaughan - Supervisor, Property Standards](#)

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Please be advised, the City of Vaughan uses email to communicate with applicants for open job competitions.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.