



## BY-LAW ENFORCEMENT OFFICER

JD#: CT4

Job Number: J0424-1149

Job Title: By-Law Enforcement Officer

Department:

By-law and Compliance, Licensing and Permit Services Department

Job Type: Permanent Full Time

Job Category: By-law Enforcement

Number Of Positions: 1

Date Posted: April 30, 2024

Closing Date: May 21, 2024

Salary: \$3,185.64 - \$3,427.60/Bi-Weekly

Hours of work: 35 hours per week

Schedule: varies, including evening and weekend shifts

Union: CUPE 905 FT Clerical and Technical

Working Conditions: Both Inside and Outside

Vaughan is one of Canada's fastest-growing cities. Its emerging downtown, the Vaughan Metropolitan Centre; Canada's first smart hospital, the Cortellucci Vaughan Hospital; and the 900-acre North Maple Regional Park continue to generate momentum and excitement. Be part of something amazing and build your career at the City of Vaughan!

The City is an equal-opportunity employer and a forward-looking municipality that is committed to fostering a dynamic workplace that is diverse, inclusive and welcoming. As an award-winning organization for its employment and diversity and inclusivity practices, the City is focused on providing its employees with a thriving professional environment that leverages flexible work arrangements, a family-focused benefits package emphasizing work-life balance, learning and growth opportunities, and a place where collaboration and teamwork are valued.

Excellence demands brilliant personalities, visionary thinking and a passion for public service. Vaughan is your place to grow.

### Position Overview

Responsible for enforcing City of Vaughan By-Laws and other regulations including identifying, investigating, and reporting any alleged offences and monitoring compliance with such by-laws in accordance with applicable legislation.

### Qualifications and Experience

- Two (2) year Community Police College Certificate in Law Enforcement/Investigative Services, or equivalent.
- Successful completion of levels 1, 2 or 3 of the Certification Training program from the Ontario Association of Property Standards Officers and willingness and ability to obtain (CPSO) certification within 3 years.
- Minimum four (4) years related experience in a Municipal Enforcement environment.
- Valid non-probationary Ontario Class 'G' driver's license, in good standing.
- Ability to obtain and maintain environmental noise certification.
- Ability to become a member in good standing of the MLEOA.
- Good organizational and report writing skills, accompanied with computer literacy. Strong problem-solving and conflict resolution skills.
- Ability to work independently as well as within a team environment.
- Sound judgment and service excellence in dealing with the public and ability to deal effectively and courteously with the public and staff.
- Ability to develop and maintain working relationships with co-workers, agencies and organizations.
- Knowledge of, and demonstrated ability in, the City's core competencies and relevant functional competencies.
- Knowledge or understanding of the maintenance and operation of building components such as building envelope, mechanical, plumbing and electrical systems would be an asset.
- Ability to manage a workload responsibly and ensure by-law investigations and follow-ups are executed in accordance with advertised service delivery standards.
- Ability to utilize all available City software and resources during the course of by-law investigations.
- Excellent analytical, problem-solving and decision-making skills with the ability to apply these skills when assessing difficult and challenging situations and demonstrate sound judgment and service excellence, at all times.
- Excellent and effective verbal and written communication skills, and the ability to be tactful, patient and courteous, when dealing with the public, elected officials and staff in other service areas and meet all needs of diverse audiences/stakeholders.
- Ability to apply a customer service approach in interactions with others and, when problem-solving and addressing by-law infractions, utilizes alternate dispute resolution and/or mediation.

- Successful candidate(s) will be required to submit a clear Vulnerable Screening Criminal Record Check, prior to commencing employment.
- Ability to obtain and maintain the standing of a Certified Municipal Law Enforcement Officer (MLEOC).
- Standard office environment.
- Ability to work shift work.
- Expected to work independently in the field the majority of the time and wear a uniform and all issued personal protective equipment at all times while on duty.
- Ability to be on standby and respond to a company issued cell phone or computer during standby hours.
- Availability to work outside normal business hours, as required and in accordance with the Collective Agreement.
- Applies a customer service approach in interactions with others and, when problem-solving and addressing by-law infractions, utilizes alternate dispute resolution and/or mediation.
- Exposure to people who may be impatient, angry or unpredictable when dealing with complaints.
- Exposure to changing and potentially adverse weather conditions throughout year due to inside/outside work environment, mainly in the field.

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.