



**Due to Township Enforcement Re-organization  
The Township of Red Rock Requires a**

**Casual By-law Compliance Officer**

(1 Yr. Contract)

The position of Casual Bylaw Compliance Officer within the Administration Department will report directly to the Deputy Clerk/Treasurer. The successful candidate will demonstrate the necessary skills with a focus on quality customer service and continuous improvement processes. Committed to the Corporate Values of integrity, excellence and wellness, the candidate will aid in the achievement of the Community Vision.

**Duties:**

- Ensure compliance with specified Township of Red Rock bylaws either on foot patrol, bicycle or on mobile patrol, both proactively and reactively.
- Conduct random and scheduled on-site inspection of Zoning and Property Standard infractions, Noise By-law, Animal Control and other municipal by-laws (when and as directed).
- Carries out the legislated and legal requirements of a Provincial Offences Officer and/or Municipal Law Enforcement Officer, including the interpretation.
- Issues Notices of Violation, Orders, Part I and Part III processes of the *Provincial Offences Act* for non-compliance.
- Assist other agencies with respect to investigations involving Township bylaws.
- Dispatch duties including receiving and addressing public and other agency requests for compliance on Township bylaws.
- Maintain detailed and accurate records including notebook and department occurrence program.
- Represent the Township in Court.
- Respond to complaints and public inquiries, both verbally and in writing.
- Public Relations activities in relation to education of public on matters of by-law compliance.
- Provide Security type duties for Township facilities where/when required.
- Perform other related duties as assigned.

**Qualifications**

- Experience related to the duties listed above, normally acquired through the completion of post-secondary diploma program in Law and Security or Police Foundations and 1 – 2 years experience in law enforcement or security work. Candidates with an equivalent combination of education and experience may be considered.
- Must possess a valid Class "G" driver's licence with a good driving record. Successful candidates will be required to provide a current driver's abstract prior to their start date to confirm their licence is held in good standing and that it has not been suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5 years. The Township will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets our requirements.

## **Additional Qualifications**

- Municipal by law enforcement experience would be a definite asset
- Knowledge of municipal bylaws and the Provincial Offences Act & Court Proceedings would be an asset.
- Must be a self-motivated, self-disciplined worker.
- Possess excellent leadership, team, and communication skills and present a pleasant demeanor with the public.
- Excellent customer service skills with sound judgment and decision-making skills.
- Excellent interpersonal skills with the ability to work independently and in a team environment.
- Must be able to perform the physical requirements of the job which includes walking, sitting and standing for extended periods of time.
- As a possible condition of offer, the applicant will undergo screening to ensure that they can meet the physical requirements of the position. Screenings are directly related to the physical demands of the position and will include (but are not limited to) functional capacity evaluation, audiometric and vision screening.
- Good knowledge and experience of Microsoft Applications.
- Knowledge of the Occupational Health and Safety Act.
- Current Standard First Aid/CPR & WHIMS is a must.
- A satisfactory Police Record Check (including vulnerable sector screening) would be required at time of offer.

Salary to be negotiated based on (experience & exposure) No benefits

Interested applicants are invited to submit their letter of interest and resume by Friday Sept 27, 2019 no later than 4:30 pm (EST) to:

Samantha Cameron  
Deputy Clerk/Treasurer  
Township of Red Rock  
42 Salls Street, Box 447  
Red Rock, ON  
P0T 2P0  
[samcameron@shawbiz.ca](mailto:samcameron@shawbiz.ca)

All applicants are thanked for their interest in these positions, however, only those selected for an interview will be contacted.

The Township of Red Rock is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer.