



THE CORPORATION OF THE COUNTY OF PRINCE EDWARD
JOB OPPORTUNITY
DEVELOPMENT SERVICES DEPARTMENT
BY-LAW ENFORCEMENT OFFICER (2)
FILE #: 2019-53

The County of Prince Edward is an island community on the shores of Lake Ontario with a proud United Empire Loyalist heritage. Boasting beautiful beaches and a unique rural landscape, the County offers serene country living. Our strong agricultural roots, thriving tourism attractions, renowned regional cuisine, and growing wine industry combine to offer a unique and unmatched quality of life.

Our Human Resources Department is currently accepting applications for the position of **By-Law Enforcement Officer**. Reporting to the Chief Building Official/By-Law Enforcement Officer, this position is responsible to ensure the enforcement of Short Term Accommodation Licencing, by-law, Property Standards by-law Administrative Penalties by-law and all applicable by-laws under the Planning and Municipal Acts. This position will also receive Short Term Accommodation Licence applications on behalf of the department for the purpose of determining completeness, including applicable fees and review licence applications submitted for compliance with the Comprehensive Zoning by-law, Short Term Accommodation by-law and all other related municipal by-laws.

The ideal candidate will possess the following qualifications:

- Ontario Secondary School Diploma, with post-secondary in a related field such as, Police Foundations or Justice Studies.
- Building Code Qualified through MMAH.
- Sound working knowledge related to municipal by-law enforcement, demonstrated through a minimum of one year experience.
- Proven time management skills.
- Ability to work independently and within a team environment.
- Excellent interpersonal, written and verbal communication skills.
- Proficiency in the use of computers, with knowledge related to Microsoft Office Software.
- Able to handle confidential information discreetly.
- Valid "G" Driver's License in good standing.

The current salary range for this full-time position is \$27.61 to \$28.92 per hour, as per Band 8 of CUPE Local 2275's Collective Agreement. Compensation also includes a comprehensive benefit package and membership in OMERS. Please submit your application prior to **4:00 pm September 17, 2019** to careers@pecounty.on.ca.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request or call (613) 476-2148 ext. 1042.

The personal information being collected will be used in accordance with *The Municipal Act* and *The Municipal Freedom of Information and Protection of Privacy Act* and shall only be used in the selection of a suitable candidate.