



TOWN OF WASAGA BEACH JOB POSTING

Coordinator, Municipal Law Enforcement /Property Standards (Full Time)

The Town of Wasaga Beach is seeking an effective leader to join our team in the role of Coordinator, Municipal Law Enforcement /Property Standards.

General Responsibilities: Oversee and provide Municipal Law Enforcement services to the community in a professional, effective, timely and customer-oriented manner. They will resolve the complaints filed with the By-Law Department that fall under the Town's mandate such as, but not limited to, Business and Lottery Licensing, property standards, noise, fire, parking, zoning, signs and animal control By-Laws. This individual will also hire, train and monitor Municipal Law Enforcement Officers, Property Standards Officers, and summer staff; ensure compliance and that complaints are completed properly; ensure money is handled correctly; ensure parking tickets follow provincial processes; lay charges and prosecute where necessary; and ensure smooth operations of the department.

Qualifications:

- College/University Program and General Knowledge specializing in Municipal Law Enforcement Administration and Property Standards/Police Foundations, with a minimum of four (4) years relevant experience.
- Experience in court prosecutions and providing evidence in by-law and licensing matters;
- Thorough knowledge and understanding of the *Building Code Act*, *Municipal Act*, *Provincial Offences Act*, *Dog Owner's Liability Act*, municipal by-laws, related legislation/Acts/ statutes/ regulations, and current industry practices and procedures;
- Knowledge of parking by-laws, enforcement, licensing processes and animal control;
- Report and by-law writing experience;
- Ability to work independently, and to interact effectively and courteously with all contacts in a political and community/client service environment, to exercise discretion and judgment when handling confidential/sensitive/controversial information and assure the security of such information/files; to building cooperative/collaborating working relations;
- Excellent analytical, problem-solving, organizational, interpersonal, communications, report-writing, public relations, conflict resolution, time management and inspection skills;
- Ability to act in a confident and professional manner under stressful situations, including providing evidence in court, and respond promptly to customer needs;
- Experience in working in a computerized environment;
- Proven supervisory experience;
- Valid Class "G" Ontario Driver's License and Driver's Abstract in good standing;
- Ability to provide a current, acceptable Criminal Reference Check- Vulnerable Sector upon hire;
- Must be able to work in a variety of weather conditions and weekends/evenings and operate equipment.

* Please note that this position is subject to Council approval.

Annual Salary (40 hours per week): \$73,320.00 – \$85,758.40 (2018 rate)

Interested applicants are invited to apply outlining their qualifications and experience to: Human Resources, 30 Lewis Street, Wasaga Beach, ON, L9Z 1A1. Fax: 705-429-6732 or email at hr@wasagabeach.com until 4:30 p.m. on **March 25, 2019**.

The Town of Wasaga Beach is an equal opportunity employer and is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process, upon request. Please advise the Town of Wasaga Beach Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants who apply for this position, but only those selected for interviews will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, and will be used for the purpose of candidate selection.