



## TOWN OF WASAGA BEACH JOB POSTING

### Property Standards, Enforcement & Parking Officer (Full Time)

The Town of Wasaga Beach is seeking an energetic and self-motivated individual to perform the duties and responsibilities of the Property Standards, Enforcement & Parking Officer.

**General Responsibilities:** Under the Supervision of the Coordinator, Municipal Law Enforcement/Property Standards, the Property Standards, Enforcement, & Parking Officer is to ensure enforcement and compliance with municipal by-laws, particularly pertaining to property standards but will include (not limited to) parking, noise, zoning, fire, signs, animal control, which includes inspections, investigating, maintaining proper records, and preparing, collecting and providing evidence. This position also administers the Town's Parking Enforcement and Management System and will assist in Park Warden enforcement duties and supervision of the summer staff as required.

#### Qualifications:

- Successful completion of a minimum 2 year post-secondary education, preferably in Law and Security, Police Foundations or related field and two (2) year's experience;
- Thorough knowledge and understanding of the Building Code Act, Municipal Act, Provincial Offences Act, Dog Owners Liability Act, municipal by-laws, Provincial Parks related legislation/Acts/statutes/regulations and current industry practices and procedures;
- 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;
- Valid Class "G" Ontario Drivers' License and Driver's Abstract in good standing;
- Must be able to work in extreme weather conditions and operate relevant equipment;
- Clean Criminal Record, Vulnerable Sector and Police Record Name Check as condition of employment;
- Must be able to work a variety of shifts, including nights, evenings, weekends and statutory holidays, particularly in the spring and summer months.

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

**Annual Salary (40 hours per week):** \$65,728.00 – \$78,876.80 (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](mailto: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.*