



By-law Enforcement Officer

Reporting to the Senior By-law Officer, the successful candidate will be responsible for the enforcement of municipal by-laws including parking, yards, public space use, licensing and permits, and other municipal bylaws. The By-law Officer will act to resolve complaints and provide information and guidance regarding municipal by-laws.

Duties Include:

- Respond to requests for enforcement in accordance with the Town's By-law Enforcement Policy priority matrix.
- Take applicable action based on investigative results, policies and procedures including issuing orders, tickets and summonses, and to prepare for Court.
- Investigate, enforce, analyze, interpret and seek compliance related to licensing and bylaw enforcement matters.
- Communicate with residents and provide education, clarification and direction to assist with compliance and understanding of municipal bylaws.
- Work with the provincial police, Fire Department, and other agencies to communicate the Town's encampment response protocol
- Work closely with all members of the department and liaise with other municipal departments to ensure a cooperative and consistent approach to enforcement.
- Perform regular foot and vehicle patrols for proactive by-law enforcement matters.

Qualifications:

- Preference will be given to candidates that have completed post-secondary education in the Law & Security or a related field
- Excellent interpersonal, customer service and communication skills
- Demonstrated ability to resolve contentious issues in a professional manner and to exercise sound judgement in enforcement decisions
- Knowledge, interpretation and application of Municipal By-laws and Provincial Legislation
- Knowledge of the standard practices & procedures of the Ontario Court System
- Minimum of one year municipal enforcement experience
- Prior experience prosecuting tickets in a court or tribunal environment is preferred
- Completion of MLEO training would be considered an asset
- Valid "G" Driver's Licence with a clean abstract

Salary Range: \$33.95-\$39.71, based on 35 hours per week, including some weekend and evening shifts as required. The Town offers a comprehensive benefit package and employer paid training.

Interested applicants are requested to forward a detailed resume and cover letter marked Confidential File #11-2025 by February 28, 2025 at noon to:

Town of Greater Napanee

Attn: Human Resources
99 Advance Ave, Napanee, ON K7R 3Y5

Or by email hr@greaternapanee.com.

The Town of Greater Napanee is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. We accept all resumes, however, only those candidates invited for an interview will be acknowledged. The Town conforms to all Municipal Freedom of Information and Protection of Privacy requirements.