



Requires a Full-Time Municipal Law Enforcement/Paid Parking Supervisor

The Town of Goderich is currently accepting applications for a Full-Time Municipal Law Enforcement/Paid Parking Supervisor. The Municipal Law Enforcement/Paid Parking Supervisor will be responsible for directing, supervising, managing and monitoring the work plans of the Municipal Law Enforcement Officers (MLEO), Paid Parking Attendants and contracted resources. The Supervisor will also be responsible for the development, administration and enforcement of Town policies, by-laws and programs to support public safety and livability within the Town.

Under the direction of the Director of Operations, the successful applicant shall be responsible for:

- Managing the Parking Enforcement and Pavilion Rental function throughout the Town and at the Waterfront
- Ensuring the staff compliance with provincial codes, regulations and by-laws and the consequences of contravention, including helping them prepare evidence for court prosecutions
- Responding to complaints from members of the public regarding by-law compliance and parking enforcement
- Proposing and promoting public notices to increase public's knowledge of by-laws
- Assisting MLEOs with patrolling and monitoring adherence of Town by-laws, identifying violations of Town by-laws, and issuing of violation tickets in accordance with municipal by-laws and the Provincial Offences Act.
- Assisting in the administration and enforcement of property standards matters in accordance with Section 15 of the Building Code Act. (i.e., property standard inspections, educating the public about the property standards by-laws, issuing orders, serving orders, posting orders, registering orders, hearing order appeals, confirming orders, carry out code procedure to remedy non-compliance, which may require maintenance, repair or demolition). Keeping Officer's notes on all property standard matters.
- Assisting in the administration and enforcement of the provisions of the Town's Zoning By-Law (i.e., inspection of properties to determine conformity of Zoning by-law, provide information pertaining to conformity, hear appeals to non-conformity matters, and issue penalties for non-conformance in accordance with the Municipal Act and the Provincial Offences Act. Follow up with all necessary procedures involving Part 1 Certificate of Offence. Keeping Officer's notes on all Zoning By-Law enforcement matters.
- Works with and supports Parks staff regarding waterfront maintenance items (i.e., communication of washroom cleaning, garbage removal, water supply issues, etc.). This position does not supervise Parks staff.
- Responsible for the enforcement of the Town of Goderich By-Law that regulates animal care and control
- Performs other duties as assigned.

The ideal candidate will possess the following qualifications:

- Minimum one year experience in Municipal Law Enforcement, or progressive experience in a similar public safety and supervisory role.

- Demonstrates strong supervisory and customer service skills
- Qualified candidate possesses sound knowledge of the concepts, practices, and techniques of local government administration; in-depth knowledge of municipal law enforcement with the ability to interpret municipal policies and by-laws; and knowledge and experience with legal principles and processes
- Previous experience with teamwork planning and performance development
- Professional certifications: Ontario Association of Property Standards Officers (OAPSO), and Municipal Law Enforcement Officer (MLEO)
- Working knowledge of applicable Occupational Health and Safety regulations and practices.
- Working knowledge of Dog Owners Liability Act, and experience in animal control would be an asset
- Extraordinary communication skills
- Good working knowledge of Microsoft Office applications
- Supervisor Health and Safety Awareness Training Certificate from the Ministry of Labour (may be obtained post offer)
- Valid Class G Ontario driver's licence with a clean Driver's Abstract
- Clean and valid Vulnerable Sector Check is a requirement for this position

Rate of Pay for this position is \$32.12-\$38.22/hr (2022 Rates).

This position will be required to work thirty-five (35) hours per week. However, work can include extraordinary and long hours due to seasonal fluctuation in by-law response activity or other emergencies that may arise.

The Town of Goderich offers a comprehensive health benefits package, including dental care, vision care, prescription drug coverage, paramedical services and much more, OMERS Pension Plan, Employee Recognition Programs, and Professional Development Program. The Town of Goderich promotes a productive team environment for personal growth and success.

Qualified candidates are invited to email their letter of application and resume to HR@goderich.ca, by 4 PM, Wednesday, November 23, 2022

Town of Goderich – Human Resources
57 West Street
GODERICH, Ontario
N7A 2K5

Only those individuals selected for an interview will be contacted. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act. The Town of Goderich is an equal opportunity employer.

The Town of Goderich is committed to fostering a positive and progressive workforce that is representative of the citizens we serve. We will provide equitable treatment and accommodation to ensure barrier-free employment.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and the Town of Goderich's Integrated Accessibility Standard, a request for accommodation will be accepted as part of the Town's hiring process.

To avoid any delays in the recruitment process, if you require accommodation to apply or if selected to participate in an assessment process, we will work with you to meet your needs.