

**TOWNSHIP OF WEST LINCOLN
ENFORCEMENT OFFICER**

This position is responsible for the enforcement of by-law regulations including parking and the property standards portfolios and will include performing duties to ensure compliance with building related regulations and standards as assigned.

To join our team you will need to demonstrate successful, progressive learning experience in a municipal environment with exposure to all types of enforcement matters. You will have a College Diploma in Municipal Law Enforcement or a related field, and at least 3 years work experience. Successful completion of Ministry of Municipal Affairs and Housing qualifications for OBC legal processes, house and building structural would be considered an asset as would certification with OASP (Ontario Association of Property Standards). A working knowledge of current Building and Plumbing legislation/regulations and associated standards is required. We are looking for someone with excellent interpersonal, communication, problem solving and organizational skills.

The hourly rate for this position is currently \$32.91 to \$33.55/hour for a 35-hour work week. Office hours are 9 am to 4:30 pm; however, hours may need to be adjusted from time to time to accommodate enforcement activity needs during weekends and early morning hours.

A full job description can be found on the Township's website: <http://www.westlincoln.ca>

Interested candidates are invited to submit a cover letter and resume
by end of day on July 26, 2024.

**By Mail: Township of West Lincoln
318 Canborough Street, P.O. Box 400, Smithville, ON L0R 2A0
Attention: Human Resources**

By email: recruitment@westlincoln.ca

Please indicate the name of the position being applied for

NOTE: Email submissions are to be sent in either Microsoft Office or PDF Format

We thank all those applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-957-3346. Please know that should you require any special accommodations in order to apply for a position or interview for a position with the Township of West Lincoln, we will endeavor to make such accommodations.