

**CITIZENS FIRST THROUGH SERVICE EXCELLENCE**

*We have an exciting Permanent Full Time, Unionized opportunity in the By-Law & Compliance, Licensing and Permit Services Department for an experienced and motivated individual.*

**By-Law Enforcement Officer, Property Standards  
(FILE #J1124-0018)**

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

**Responsible for:**

Responsible for enforcing City of Vaughan By-Laws and other regulations including identifying, investigating, and reporting any alleged offences and monitoring compliance with such by-laws in accordance with applicable legislation.

- Carries out all of the legislated and legal requirements of a Provincial Offences Officer, Municipal Law Enforcement Officer, and a Property Standards Officer including the interpretation and application of a broad range of City of Vaughan By-laws and Provincial Statutes, in a manner that ensures the integrity of law enforcement activities to be independent, neutral, and impartial.
- Conducts proactive and reactive inspections and investigations with an emphasis on property standards/zoning, including all related administrative duties, of all properties, including responding to inquiries from the public and/or other agencies, in accordance with organizational standards and legislative requirements to ensure compliance with all City of Vaughan By-Laws and Provincial Statutes.
- Employs appropriate investigative techniques guided by standard operating procedures to gather and analyze evidence and develop and implement investigative plans, including conducting interviews of complainants, offenders, witnesses and others having relevant information, conducting surveillance, and seizing, collecting, documenting and properly storing all evidence.
- Initiates and conducts joint inspections and/or investigations with internal and external agencies, other municipalities, and provincial and/or federal governmental organizations.
- Maintains City records in the appropriate data management systems and Officer Notebooks with the required confidentiality related to the investigation process. Complies with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) regulations.
- Establishes and maintains good relationships with internal/external agencies to ensure investigations are comprehensive and wholesome such that any necessary referrals are sent in a timely manner.
- Creates, opens, and maintains investigation files on the City's databases.
- Issues and serves Notices of Violation, Orders, Part I's, Part III's and other processes of The Provincial Offences Act, Administrative Monetary Penalty Notices, and other documents for non-compliance of the City of Vaughan By-Laws and Provincial Statutes.
- Ensures compliance with remedial work of contractors related to any/all Notice of Violations and/or Order(s) issued.
- Recommends legal action and prepares court briefs for legal action and submits to reporting Supervisor for review.
- Attends court and other quasi-judicial bodies to provide evidence including but not limited to: Provincial Offences Court, Committees of Council, Property Standards Appeals Committee, Administrative Monetary Penalty Screenings and/or Hearings, fence height exemption hearings and the provincial Residential Tenancy Tribunal, etc.
- Represents the By-Law & Compliance, Licensing & Permit Services Department at various meetings including but not limited to the public, public organizations, elected officials, and internal/external agencies, municipalities, professional organizations, public consultations, etc.
- Liaises with departmental officials to recommend amendments to by-laws arising from investigations and/or emerging issues.
- Interacts with the public, other law enforcement agencies, property owners, tenants, contractors, solicitors, City and other government officials/agencies.

**Other Duties:**

- Performs other related tasks and projects as assigned, which are in accordance with job responsibilities or necessary department and corporate objectives.
- Responsible for ensuring compliance with the Ontario Health and Safety Act and Regulations and the Corporate Health & Safety policy and related procedures.
- Participates in training new employees, as required.
- Cleans and disinfects fleet vehicles and equipment; ensures maintenance and service records are kept current. Recommends/requests maintenance and service as needed.
- Assists with assigned departmental tasks and initiatives, as required, including but not limited to; special projects, blitz, joint forces initiatives, special events, sign enforcement, etc.

**Qualifications and experience:**

- Two (2) year Community Police College Certificate in Law Enforcement/Investigative Services, or equivalent.
- Successful completion of levels 1, 2 or 3 of the Certification Training program from the Ontario Association of Property Standards Officers and willingness and ability to obtain (CPSO) certification within 3 years.
- Minimum four (4) years related experience in a Municipal Enforcement environment.
- Valid non-probationary Ontario Class 'G' driver's license, in good standing.
- Ability to obtain and maintain environmental noise certification.
- Ability to become a member in good standing of the MLEOA.
- Good organizational and report writing skills, accompanied with computer literacy. Strong problem-solving and conflict resolution skills.
- Ability to work independently as well as within a team environment.
- Sound judgment and service excellence in dealing with the public and ability to deal effectively and courteously with the public and staff.
- Ability to develop and maintain working relationships with co-workers, agencies and organizations.
- Knowledge of, and demonstrated ability in, the City's core competencies and relevant functional competencies.
- Knowledge or understanding of the maintenance and operation of building components such as building envelope, mechanical, plumbing and electrical systems would be an asset.
- Ability to manage a workload responsibly and ensure by-law investigations and follow-ups are executed in accordance with advertised service delivery standards.
- Ability to utilize all available City software and resources during the course of by-law investigations.
- Excellent analytical, problem-solving and decision-making skills with the ability to apply these skills when assessing difficult and challenging situations and demonstrate sound judgment and service excellence, at all times.
- Excellent and effective verbal and written communication skills, and the ability to be tactful, patient and courteous, when dealing with the public, elected officials and staff in other service areas and meet all needs of diverse audiences/stakeholders.
- Ability to apply a customer service approach in interactions with others and, when problem-solving and addressing by-law infractions, utilizes alternate dispute resolution and/or mediation.
- Successful candidate(s) will be required to submit a clear Vulnerable Screening Criminal Record Check, prior to commencing employment.
- Ability to obtain and maintain the standing of a Certified Municipal Law Enforcement Officer (MLEOC).
- Standard office environment.
- Ability to work shift work.
- Expected to work independently in the field the majority of the time and wear a uniform and all issued personal protective equipment at all times while on duty.
- Ability to be on standby and respond to a company issued cell phone or computer during standby hours.
- Availability to work outside normal business hours, as required and in accordance with the Collective Agreement.
- Applies a customer service approach in interactions with others and, when problem-solving and addressing by-law infractions, utilizes alternate dispute resolution and/or mediation.
- Exposure to people who may be impatient, angry or unpredictable when dealing with complaints.
- Exposure to changing and potentially adverse weather conditions throughout year due to inside/outside work environment, mainly in the field.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please apply on or before Friday November 29<sup>th</sup> at [City of Vaughan - By-Law Enforcement Officer, Property Standards](#)

*We thank all applicants for their interest; however, only those selected for an interview will be contacted. Please be advised, the City of Vaughan uses email to communicate with applicants for open job competitions.*

*The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.*