



The Townships of Zorra, South-West Oxford, Blandford-Blenheim and Norwich are seeking a Full Time By-Law Enforcement Officer

The Townships of Zorra, South-West Oxford, Blandford-Blenheim and Norwich are seeking an experienced individual in the By-law Enforcement Officer position. The By-law Enforcement Officer is accountable to the Clerk or Fire Chief in the administration of By-law Enforcement for all Townships listed. The position is housed in Zorra Township.

A full position description, including all responsibilities, is available at www.zorra.ca. The key qualifications that align with Townships' needs include:

- Enforce all applicable municipal by-laws as directed by the municipality, including but not limited to parking, noise, curfews, nuisance, property standards, animal control (in partnership and consultation with third party contract), regulating fireworks, debris and anti-littering, and cleaning and clearing, as well as any other by-laws or Provincial Legislation.
- As directed, conduct investigations into municipal property standards complaints, by-law infractions or Provincial Offence infractions and determine course of action.
- Work co-operatively with Ontario Provincial Police and any other agencies on municipal related matters and respond to any requests from the Ontario Provincial Police and other agencies in regard to municipal by-law related matters.
- Maintain records and provide written reports in relation to all formal complaints received and follow up with complainants.
- Maintain a working knowledge of Part I, II and III of Provincial Notices and Crown briefs.
- Enforcement services may require evening and weekend hours of response, as needed.
- Attend Council meetings when requested.
- Obtain and maintain current training in all areas of by-law enforcement.

The annual salary for this position will be \$70,000 and is based on a 35-hour work week. A comprehensive employee benefit plan and participation in the OMERS Pension Plan will also be offered. A Township vehicle will be provided for work use.

Please submit your cover letter and resume in PDF format before **5:00 p.m. on Monday, October 17, 2022** to Jenna Gallman at jgallman@zorra.ca.

The Townships of Zorra, South-West Oxford, Blandford-Blenheim and Norwich would like to thank all applicants, but only those selected for an interview will be contacted.

The Townships are committed to be an employer committed to diversity and inclusion and to providing accommodation for persons with disabilities. Accessibility accommodations are available for all stages of the recruitment process. If contacted for an employment opportunity, please advise the Township if you require accommodation.

If you require this document to be in an accessible format, please contact the Director of Corporate Services at clerk@zorra.ca or 519-485-2490 ext. 7228.