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52 Seguin Street, Parry Sound, Ontario P2A 1B4

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May 1, 2018

Located amidst the 30,000 islands of Georgian Bay and a 2.5-hour drive north of Toronto, the Town of Parry Sound offers an exceptional quality of life.

Join us as our **Assistant By-law Enforcement Officer** in this part-time permanent position.

### **Responsibilities:**

As the Town's **Assistant By-law Enforcement Officer**, you will

1. Enforce the provisions of all municipal by-laws pertaining to parking, animal control, property standards, clean yards, noise, dumping, licencing etc. as well as applicable provincial statutes.
2. Respond to complaints regarding alleged violations; conduct investigations into allegations; collect evidence; guide violators into compliance through persuasive discussions and written notices where possible, and if compliance is not achieved, under the direction of the By-law Enforcement Officer, initiate legal action.
3. Issue Provincial Offence Notices, Parking Infractions and Orders and provide evidence in court when required.
4. Provide information regarding municipal by-laws and other applicable legislation.
5. Act as a public ambassador of the Town of Parry Sound providing general information and assistance to the public while carrying out by-law enforcement duties.
6. Capture and impound dogs running at large within the municipality.
7. Provide care to impounded animals and assist in general cleaning duties at the pound facility.

### **Requirements:**

1. Grade 12 diploma or equivalent; completion of a Municipal Law Enforcement Officer program or a college diploma in the field of law enforcement; or graduate of the Ontario Police College or other post secondary education/training related to by-law enforcement or the equivalent experience.
2. Class "G" drivers licence in good standing.
3. Initiative and judgement.

4. Knowledge of municipal by-laws, policies, and procedures.
5. Strong public relations skills and communication skills.
6. Good analytical, organizational and communication skills.
7. Ability to persuade people to comply with by-laws; and appreciation of the need for tact and discretion.
8. Must be bondable.

A complete job description can be found on the Town of Parry Sound website <http://www.parrysound.ca/en/inside-town-hall/employment-opportunities.asp>

**Benefits:**

This is a part-time permanent job with a wage range between \$21.82/hour and \$28.24/hour. Weekly hours of work may vary, likely between 15-35 with a 20-hour average. Some evening, weekend and overnight shifts may be required.

Please submit by e-mail only, your covering letter and resume in one document under the subject line “[your name] Assistant BLEO application”, by **9 AM on Monday, May 14, 2018** to: Rebecca Johnson, Town of Parry Sound at [rjohnson@townofparrysound.com](mailto:rjohnson@townofparrysound.com).

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.

The Town of Parry Sound is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodation will be provided in all parts of the hiring process as required under the Town of Parry Sound Recruitment Policy. If you require an accommodation, we will work with you to meet your needs.

We thank in advance all applicants for their interest in employment with the Town of Parry Sound. We will contact those applicants selected for an interview.