

EXTERNAL JOB POSTING EDCO-24-01

Economic Development & Communications Dept
Manager of Municipal Law Enforcement

Date Posted: March 8, 2024

Job Type: Permanent, Full Time

Current Job Description Applies Non-Unionized

Rate of Pay: Salary Based

GENERAL

The Municipality of Greenstone Economic Development and Communications Department requires a Manager of Municipal Law Enforcement to ensure enforcement and compliance with Municipal by-laws and also to administer the municipality's issuances of business licences, the maintenance of property standards and other duties associated with the Building Code.

QUALIFICATIONS

- Successful completion of post-secondary education in a related field and/or a Municipal Law Enforcement Certificate. Lesser qualified candidates will be considered but will be required to complete training as part of terms of employment
- Two years of both by-law enforcement and municipal building official experience would be an asset
- Knowledge and the ability to understand the Ontario Building Code, municipal, provincial and federal statutes relevant to the position, including various enforcement options
- Valid class "G" driver's licence and clean driver's abstract
- Valid Standard First Aid/CPR certificate
- Provide a Vulnerable Sector Check satisfactory to the Municipality
- Strong oral and written communication skills, organization and time management skills and interpersonal skills
- Ability to handle potential conflict situations and react quickly and with good judgement
- Good observation, problem solving and decision-making skills
- Willing to work flexible hours (evenings or weekends) as required
- Ability to work with a minimum of supervision
- Represents the Municipality in a professional manner
- Ability to maintain a high degree of confidentiality
- Bilingualism will be considered an asset

REPORTING RELATIONSHIP

- Reporting to the Economic Development and Communications Officer

HOURS OF WORK

- Monday to Friday, 8:30 a.m. to 4:30 p.m. with some evenings and weekends required
- Attend council meetings as required

Only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected, and will only be used for the purposes of candidate selection. The Municipality of Greenstone is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.





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A detailed job description is available upon request.

Applicants must apply in writing by no later than 4:30 p.m. on March 29, 2024 to:

Al Gordon, Manager of Human Resources
Municipality of Greenstone Administration Office
PO Box 70, 1800 Main Street
Geraldton ON POT 1M0

Email: al.gordon@greenstone.ca
Fax: (807) 854-1947

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