



The Corporation of the Township of Brock
1 Cameron Street E., P.O. Box 10 Cannington, ON L0E 1E0 (705) 432-2355

IS SEEKING THE SERVICES OF A FULL-TIME BY-LAW ENFORCEMENT/ANIMAL CONTROL OFFICER

The Corporation of the Township of Brock, with a population of 12,000, is primarily a rural municipality situated on the shores of Lake Simcoe. The municipality is home to three urban centres (Beaverton, Cannington, Sunderland), hamlets, rural, and shoreline residential areas. Reporting to the By-law Enforcement/Animal Control Supervisor, the successful applicant is responsible for the following:

- enforce and educate the public on a wide range of by-laws (canine control, property standards, traffic, zoning, noise, etc.) to achieve compliance;
- parking enforcement and issuance of tickets;
- issue notices of violation, orders, Parts I, II, and III processes of the POA;
- perform investigations related to by-law enforcement (interviews with the public and collection of evidence);
- maintain POA reporting, record-keeping, and compilation of evidence;
- daily interaction with the public, other law enforcement agencies, legal, and other government officials;
- preparation of court documentation and attendance before the courts and other tribunals to give evidence;
- assist with the maintenance of the animal shelter and care of animals when required;
- other duties as may be assigned.

The ideal candidate will have the following minimum qualifications:

- post-secondary education in a relevant field of study (security/law enforcement, criminology)
- working knowledge in Municipal or other regulatory enforcement, interpretation and application of by-laws/regulations to achieve compliance;
- a working knowledge of the Ontario Court system together with a number of Statutes;
- experience with the capture, handling and restraint of wild and domestic animals;
- the ability to work flexible hours which will include nights and weekends on a rotational basis as well as to respond to emergencies on an on-call basis;
- the ability to work independently as well as within a robust team environment;
- excellent interpersonal skills including the ability to communicate with the public using dispute resolution and mediation, elected officials, and other staff and agencies in a professional and courteous manner;
- excellent oral and written skills and the ability to be meticulous and detailed-oriented;
- a valid Ontario Driver's Licence (Class G) with a clean abstract and the use of a personal vehicle subject to the receipt of mileage expenses from the municipality;
- certification as a Municipal Law Enforcement Officer would be considered an asset.

The Township of Brock is prepared to offer the ideal candidate a competitive salary, commensurate with experience and qualifications, a comprehensive benefits package, and training opportunities as deemed appropriate. Interested applicants are invited to submit a covering letter and resume, marked confidential, by no later than 4:30 p.m. on **Monday, April 22, 2019**.

Thomas G. Gettinby, MA, MCIP, RPP, CMO
CAO & Municipal Clerk
brock@townshipofbrock.ca

The Township of Brock is an equal opportunity employer committed to diversity and inclusion within the workplace. We will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require accommodation at any time throughout the recruitment process, please contact the Clerk's department in advance and we will make every effort to provide appropriate assistance pursuant to the Employment Accommodation Policy. We thank all applicants and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment.