



**By-law Enforcement Summer Student
May to September 2024
Job Posting# 2024-08
Closing Date: Open until filled**

The City of Owen Sound is seeking applicants for the role of By-law Enforcement Student from approximately May to September 2024. Reporting to the City Clerk, the By-law Enforcement Student will assist the By-law Enforcement team with public education, promotion and enforcement of Regulatory By-laws within the City. Working in all weather conditions and in collaboration with Parking Enforcement, Animal Control, Fire Prevention, Police Officers, Planning, Engineering, Public Works and Parks staff, the By-law Enforcement Student will assist with the following duties and accountabilities with a focus on promoting compliance and customer service:

- Receive and document all citizen inquiries and complaints
- Assist the By-law Team with providing timely and appropriate responses to inquiries and complaints, including gathering information, forwarding the complaint to the appropriate body, investigation and, if necessary, issuing written warnings, provincial offences notices, orders or other documents
- Assist the By-law Team with following up on all ongoing investigations or outstanding orders
- Educate residents and promote compliance with regulatory by-laws
- Respond to Freedom of Information (FOI) requests and requests for comment relating to Business Licensing, and Short Term Rentals (STRs)
- Patrol the City for violations when required
- Undertake research related to by-laws or by-law enforcement when required
- Perform any other related duties as may be assigned



Employee Group: Non-Union

Status: Student

Wage Rate: \$20.00/hour

Hours of Work: 8:30am to 4:30pm Monday to Friday

Education Required: Working towards a college diploma, certificate or equivalent preferable in one of these areas – municipal law enforcement, police foundations, criminal justice, security or similar.

Skills and Competencies at the working level:

- Customer Service skills
- Fluent in the English language and have superior verbal and written communication and public relations skills
- organizational and time management skills
- Ability to read and follow defined policies and procedures
- Working knowledge of Microsoft Windows and Office software
- Working knowledge or able to learn AMANDA, GIS and cloud permitting software.
- Valid “G” class driver’s licence in good standing with the use of a reliable vehicle
- A favourable criminal record check and qualified for appointment as a By-law Enforcement Officer

To explore this opportunity further, we invite applicants to forward their resume and cover letter to:

Human Resources Manager
City of Owen Sound
E-mail: hrjobposting@owensound.ca

The City of Owen Sound is proud to be an equal opportunity employer, valuing and respecting diversity. We are committed to inclusive, barrier-free recruitment and selection processes. We will accommodate the needs of qualified applicants under the *Human Rights Code* and the *Accessibility for Ontarians Disabilities Act*, in all aspects of the hiring process, upon request. We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and will only be used for candidate selection.