

**TOWNSHIP OF WEST LINCOLN  
ENFORCEMENT OFFICER**

This position is responsible for the enforcement of by-law regulations including parking and the property standards portfolios and will include performing duties to ensure compliance with building related regulations and standards as assigned.

To join our team you will need to demonstrate successful, progressive learning experience in a municipal environment with exposure to all types of enforcement matters. You must have a Community College Diploma in Law and Security or related discipline and 3 to 5 years work experience. Successful completion of Ministry of Municipal Affairs and Housing qualifications for OBC legal processes, house and building structural would be considered an asset as would certification with OASP (Ontario Association of Property Standards). A working knowledge of current Building and Plumbing legislation/regulations and associated standards is required. We are looking for someone with excellent interpersonal, communication, problem solving and organizational skills.

The hourly rate for this position is currently \$30.55 to \$31.14/hour being a 35-hour work week position. Office core hours are 9 am to 4:30 pm; however, overtime will be required on occasion with the core hours being adjusted from time to time to accommodate enforcement activity needs during weekends and early morning hours. A solid group benefits package is included following a three-month probationary period, and, there is also an impressive pension plan.

A full job description can be found on the Township's website: <http://www.westlincoln.ca>

All new hires must comply with the Township's COVID-19 Vaccination Policy and obtain an approved Basic Police Clearance at the time of offer.

Interested candidates are invited to submit a covering letter and resume by no later than **4:30 p.m. on Thursday, May 19<sup>th</sup>, 2022** to:

**Joanne Scime, Clerk  
Township of West Lincoln  
318 Canborough Street, P.O. Box 400, Smithville, ON L0R 2A0  
Fax (905) 957-3219 or by email [jscime@westlincoln.ca](mailto:jscime@westlincoln.ca) or Drop Off Box at Main Office  
(please no personal drop offs)  
Subject Line: Enforcement Officer**

**NOTE: Email submissions are to be sent in either Microsoft Office or PDF Format**

We thank all those applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-957-3346. Please know that should you require any special accommodations in order to apply for a position or interview for a position with the Township of West Lincoln, we will endeavor to make such accommodations.