INTERNAL JOB OPPORTUNITY

POSITION:	BY-LAW ENFORCEMENT OFFICER	JOB POSTING #:	

DEPARTMENT:	Building	**UNION:**	543
POSTING TYPE:	Corporate	**JOB CODE:**	543380
POSTING STATUS:		**POSITION #:**	
# OF POSITIONS:		**GRADE/CLASS:**	0.16
SHIFT WORK REQ'D:	Yes	**SALARY RANGE:**	
DEADLINE DATE:		**HOURS PER WEEK:**	33.75

DUTIES:

Reporting to the Manager of By-Law Enforcement, the incumbent will be responsible to ensure compliance with the City's regulatory by-laws including but not limited to licensing, animal control, noise and smoking by-laws. This will include on-site inspections to investigate compliance/contraventions to various by-laws. Incumbent will be required to monitor compliance of the City of Windsor Charitable Gaming Industry including on-site inspections, terms and conditions reviews, indentifying violations and reports. Will be responsible to issue Provincial Offences notices, testify in court pertaining to Provincial Offences charges; incumbent will liaise with various agencies and departments such as Windsor Police, Ontario Provincial Police and the Alcohol and Gaming Commission of Ontario. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety program.

QUALIFICATIONS:

- Must have an Ontario Secondary School graduation Diploma plus two (2) years of post-secondary education from a Community College or University in Criminology, Law & Security or Ontario Ministry of Education equivalencies;
- Must have over three (3) years of experience in by-law or law enforcement;
- Must be proficient in utilizing the Microsoft Office Suite of Products such as Outlook, Word and Excel;
- Must have thorough knowledge of by-law enforcement, inspection or similar work;
- Must have thorough knowledge of the Provincial Offences Act, court procedures and investigative techniques;
- Must have effective written and oral communication skills;
- May be required to lift up to 11 lbs;
- Must have thorough knowledge of the City of Windsor Act, Licensing and Regulatory by-laws;
- Must have thorough knowledge on how municipal council and the Windsor Licensing Commission operate;
- Must hold and maintain a current, valid and lawful Class 'G' Driver's license in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and must provide a Driver's abstract as a condition of employment;
- Demonstrated knowledge of the laws that govern charitable gaming, experience in testifying in a court proceeding for law enforcement purposes and experience conducting presentations on a topic in a classroom environment will be considered an asset.

Continued..

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POSTING SPECIFICS:

Posting Period:
- at 8:30 AM to   at 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING POSTING PERIOD**

Who May Apply:
- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:
- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach as resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:
- In person to the Human Resources Department or one of the Customer Care Centres
- By faxing your Job Transfer Form and resume to the Human Resources Department

Update:
- By Human Resources on January 9, 2015

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.