



**TOWNSHIP OF ARMOUR
EMPLOYMENT OPPORTUNITY
BY-LAW ENFORCEMENT OFFICER**

The Township of Armour is a single tier municipality, located 2 ½ hours north of Toronto, ON in the District of Parry Sound. This small rural municipality offers a beautiful and diverse area for recreational, leisure, agriculture and tourism opportunities.

The Township of Armour in conjunction with another municipality is looking to hire a By-Law Enforcement Officer. The successful candidate would be hired by the Township of Armour and would work a 35-hour week shared between the two municipalities. The hours of work will be flexible and will include some weekend work when required. More hours may be allocated to summer by-law enforcement.

As the By-Law Enforcement Officer, you will use your knowledge of by-laws, policies and regulations while using your communication skills to seek compliance with members of the public. Your excellent interpersonal, diplomacy and customer service skills will be put to good use as you respond to inquiries and sensitive complaints from members of the public. Your engagement skills will help you develop and maintain relationships with the community. You embrace working in a supportive, team-based environment and work with others to arrive at sound decisions. Your ability to communicate will be put to good use as you liaise with staff and other stakeholders.

To be considered for this opportunity you will have the following qualifications; completion of a relevant diploma from a recognized post-secondary institution, completion of By-Law Compliance, Enforcement, and Investigative Skills Level 1 or equivalent, minimum 4 full-time years related experience or field investigative experience. Directly related municipal experience is an asset. An equivalent combination of education and experience may be considered. You must also possess a valid and unrestricted driver's license with a safe driving record and the ability to pass a Police Information Check (PIC).

You will report directly to the Treasurer/Deputy-Clerk. We offer a salary pay range of \$26.43 to \$33.04 per hour (2018) and an employee benefit plan for this position. The Township of Armour is also an OMERS employer.

The complete job description for the By-Law Enforcement Officer position is available from the Township of Armour municipal office and/or on the Township website at <http://www.armourtownship.ca>

To Apply: Please submit your resume and cover letter clearly indicating:

“By-Law Enforcement Officer Competition”

by **November 9th, 2018 at 4:00 pm** to John Theriault, Clerk-Treasurer/Administrator:

Email at: clerk@armourtownship.ca

Fax: 705-382-2068

In person: 56 Ontario Street
Burk's Falls, ON P0A 1C0

The Township of Armour is an Equal Opportunity Employer. Accommodations will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purpose of determining eligibility for this competition.

We thank all applicants for their interest; only those applicants selected for an interview will be contacted.