



City of Niagara Falls **POSITION VACANCY**

Proud to be recognized as one of Hamilton-Niagara's Top Employers for 2025!

Call Number:	2025 - 25
Position:	Junior Municipal Enforcement Officer (under JJEC review) Two Required
Type of Vacancy:	Permanent
Work Schedule:	Rotating shift including afternoons and weekends (35 hours per week)
Location:	City Hall (4310 Queen Street, Niagara Falls)
Salary/Wage(s):	\$39.83 to \$41.22 per hour Plus, a comprehensive benefits package and defined benefit retirement pension
Date Posted:	March 12, 2025
Closing Date:	March 31, 2025 at 4:00 pm

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With nearly 15 million visitors a year and a growing resident population of almost 100,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Further details on this position are attached. To apply, please submit a cover letter and resume to www.niagarafalls.ca/jobs Applications must be submitted online and will be accepted until **4:00 pm on March 31, 2025.**

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at HRDepartment@niagarafalls.ca or 905-356-7521. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

CITY OF NIAGARA FALLS
POSITION DESCRIPTION

This position is under Joint Job Evaluation Committee (JJEK) Review

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE:

Junior Municipal Enforcement Officer

POSITION SUMMARY:

Assist and support the enforcement and compliance of Municipal, Zoning and Parking by-laws and Property Standards.

DIVISION / DEPARTMENT:

Planning, Building and Development / Building Services

RESPONSIBLE TO:

Manager of Municipal Enforcement Services

Manager of Parking Services

EQUIPMENT AND TOOLS USED:

General office equipment, including computers, wireless devices and city vehicle.

WORKING CONDITIONS:

Standard office environment 20%

Outdoors 80%

RESPONSIBLE FOR:

1. Conduct inspections and/or investigations for the purpose of enforcing compliance with by-laws such as but not limited to: Zoning, Fence, Signage, Noise, Parking, Long Grass and Weeds, Garbage and Debris, Snow Removal, Swimming Pools and various other by-laws, and applicable legislation.
2. Respond and investigate, complaints from the public regarding municipal by-laws, property standards and parking related by-laws.
3. Work with property owners, agencies, tenants, contractors and property managers to explain the necessity for compliance with municipal by-laws, strive to gain voluntary compliance, and assist in mediating disputes between property owners.
4. Issue Notices, Letters and Orders for the purpose of enforcing compliance with municipal by-laws and conduct follow-up inspections and investigations to ensure compliance as well as patrol and issue parking notices on general inspection or complaint driven.
5. Assist in school zone enforcements and coordinate the removal of abandoned vehicles.
6. Co-ordinate, and engage contractors for construction repairs and removal of non-conforming items and removal of debris, abandoned vehicles and mowing of long grass/weeds, and various variance processes, where compliance has not been achieved in accordance with the municipal by-laws.
7. Inspect and affirm the cost for repairs and confirm progress of building works eligible for City and other government sponsored programs.
8. Prepare parking reports, briefs, court information or evidence as well as act as a witness in court under the Provincial Offences Act.

9. Collect evidence; swear information; lay charges; prepare court files; coordinate and assist in prosecution of charges; serve summonses, attend court when necessary to give evidence under oath.
10. Maintain records, comprehensive notes of all complaints, investigations and enforcement activities in records management system (Land Manager, City View), and prepare reports regarding by-law enforcement/inspections matters.
11. Liaise with municipal departments, outside government bodies, enforcement agencies, general contractors and the public in relation to enforcement issues.
12. Perform other duties and responsibilities as assigned.

POSITION REQUIREMENTS:

- Minimum two (2) year college diploma from a recognized law and security program, building technology program or equivalent.
- Municipal Law Enforcement Officer Certification (Completion of Parts 1, 2).
- Knowledge of *Municipal Act*, *Provincial Offenses Act*, rules of evidence courtroom procedures and the *Statutory Powers Procedure Act*.
- Valid Class "G" Driver's License.
- At least one (1) year related by-law enforcement experience in an office environment and practical in the field experience.
- Strong oral and written communication skills.