



**SAULT
STE. MARIE**

Job Vacancy

Position:	By-Law Enforcement Officer	Wage Range:	\$35.97 – \$40.09
Job Posting:	041-049-2026	Job Class:	10
Department:	PWES	Shifts:	35 hours/week
Division:	Building	Posted:	May 6, 2026
Status:	Full Time	Closes:	May 13, 2026, 4:30pm

Primary Duties and Accountabilities include but are not limited to:

- Municipal enforcement duties: Property Standards, Zoning, Dirty Yard, Signs, Streets, Committee of Adjustment conditions site plan control agreements, etc.
- Develop and maintain a thorough working knowledge of By-laws and enforcement procedures under Provincial Legislation.
- Receive and conduct site visits to investigate complaints including follow-up visits and correspondence.
- Issue verbal and written notices of violations, prepare reports and correspondence, lay charges under various by-laws, maintain records, conduct/complete site inspections, gather evidence, and respond to inquiries and complaints.
- Provide conciliatory actions in enforcement situations when delivering difficult information. Mediate and resolve conflicts between parties when possible.
- Propose creative solutions developed within legislative requirements to seek resolutions both independently and with the Chief Building Official.
- Issue verbal and written caution and explicitly lay charges/fines when applicable, coordinating with City Prosecutor.
- Initiate legal proceedings, prepare witness statements and conduct interviews; including filing information and follow up with appropriate court proceedings.
- Serve as municipality's designate in court proceedings when appropriate for expert testimony.
- Attend and provide evidence before the Property Standards Committee Board, follow-up on all matters concerning decisions.
- Liaise with other regulatory bodies and agencies; Municipal, County, Provincial (such as Fire, Police, Board of Health, Ministry of Environment, Landlord/Tenant Board)
- Inspect structures and assist in resolving safety conditions in conjunction with building officials and external parties.
- Attend committee, community group, public and/or other meetings and events.
- Provide information, interpretation, research and support of bylaws to City Officials and general public and assists in the creation and amendments to bylaws.
- Review, approve and sign compliance certificates and responds to requests regarding file status.
- Perform other related duties as required.

Qualifications:

- Qualified in Legal Process for Buildings Officials through the Ministry of Municipal Affairs and Housing.
- Community College Diploma in related field; e.g. Law and Security Administration, Protection, Security & Investigation, Police Foundations, is an asset.
- Municipal Law Enforcement Officer's certification; or willingness to complete within 3 years
- Certification as a Property Standards Officer (OAPSO); or willingness to complete within 3 years
- Ability to obtain qualifications under the Building Code Act.
- Computer literacy in a Microsoft environment including Excel, Word and Outlook.
- Valid Ontario Class G Driver's License with excellent driving record.
- One year related relevant experience within a Municipal setting and enforcement of By-Laws
- Knowledge of applicable Legal Court Proceedings/ Legislation/ Acts/ Statutes/Regulations and knowledge and experience with enforcement and investigation practices and procedures.
- Conflict resolution; to endorse the integrity of legislation and by-laws for the overall image of council and the municipality.
- Excellent analytical, problem solving, organizational, communications, report-writing, public relations, conflict resolution, time management and inspection skills.
- Work independently and/or as part of an enforcement team.
- Manage, address and cope with the exposure of written and verbal criticism/abuse/threats.
- Ability to meet and interact with people in a pleasant and professional manner and exercise tact and diplomacy.

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line 041-049-2026 By-Law Enforcement Officer

This position is covered by a collective agreement, CUPE Local 67. Applications from outside the bargaining unit are welcome, but can only be considered if the position is not filled from within the bargaining unit.

❖ *The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Integrated Accessibility Standards Regulation, Part III, Employment Standards.*

❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*