



Internal / External

The Corporation of the City of St. Thomas -

Planning & Building Services Department has a temporary vacancy for a:

PROPERTY STANDARDS / BY-LAW ENFORCEMENT OFFICER

Planning & Building Services

(Temporary, Full-Time - for up to 2 years)

Job Posting #1223-05-26

POSITION SUMMARY:

Under the general supervision of the Chief Building Official, is responsible for enforcing City of St. Thomas by-laws, including but not limited to property standards, pool fence, lodging and boarding houses, noise and zoning.

MAJOR TASKS:

- Responds to complaints and inspects properties to ensure their use and condition complies with the City's by-laws.
- Participates in inspections, with other agencies, of properties within the City to determine their condition relating to the risk of fire, health or life safety hazards.
- Where by-law violations are identified, interacts directly with all responsible or affected parties to secure compliance with all related by-laws. In the case of non-compliance, issues tickets, notices or orders as required.
- Provides information and advice to the public and staff to assist in the understanding of City by-laws with the objective of achieving compliance.
- Prepares and maintains data and records concerning all investigations, inspections and enforcement activities in a clear and concise manner consistent with the requirements of pertinent legislation, regulations and by-laws of the Corporation, including all data in written or electronic format and any such other records as may be required.
- Attends and consults with contractors on confirmed orders to ensure property is remediated to by-law standards.
- Attends Provincial Offences Court to give evidence under oath to support a successful prosecution.
- Provides testimony as a witness before the Landlord Tenant Board when under subpoena.
- Attends Property Standards Committee hearings to provide information as required.
- Maintains sound knowledge of applicable legislation, current industry practices, applicable case law and conducts pertinent research when required.
- Maintains effective working relationships with City departments, related Boards and Commissions, relevant departments of the senior levels of government and the public.
- Attends training, courses, workshops, and seminars as required.



- Performs such other related duties as may be assigned.

QUALIFICATIONS:

- Minimum two (2) year Post Secondary School Diploma in Security and Law Enforcement or equivalent plus two (2) years previous experience in a related field or an equivalent combination of education, training and experience. Must have or be willing to obtain certification by the Ontario Association of Property Standards Officers (OAPSO).
- A general knowledge and understanding of building construction is an asset. Applicants must be familiar with courtroom procedure and decorum and have knowledge of the Ontario Evidence Act.
- Must have physical capability to carry out duties of the position i.e. climb stairs and ladders and walk over rough terrain.
- Must be capable of issuing clearly understandable written instructions, work as part of a team and develop cooperative and collaborative working relationships inside and outside the organization (customer service & interpersonal skills).
- Must have excellent time management and be proficient with computer programs (i.e. MS Office).
- Must have the ability to work independently with minimal supervision and deal with confrontational situations.

CONDITIONS OF EMPLOYMENT:

- May be required to work beyond the normal hours of work.
- A valid Class “G” Ontario Driver’s Licence is required. Use of a personal vehicle will be required to conduct City business until August 31, 2026, at which time a fleet vehicle will be made available to employees. This timeline may be subject to change due to exceptional circumstances.
- Applicants must hold or be able to acquire a valid First Aid and CPR certificate.

WHAT WE OFFER:

- \$29.70 - \$37.14 per hour, plus 4% vacation pay, working a 37.5 hour workweek
- Upon the completion of six (6) continuous months of temporary employment, Extended Health, Dental & Travel Benefits, subject to the conditions of the Benefit Plan
- Upon the completion of six (6) continuous months of temporary employment, eligible for pro-rated casual sick time
- Employee & Family Assistance Program

Applications must be received no later than June 15, 2026 at 11:59 p.m.

Please visit the City of St. Thomas website to apply:

https://www.stthomas.ca/city_hall/human_resources/employment