



Township of South Stormont Employment Opportunity

Position: By-law Enforcement Summer Student
Department: Fire and By-Law Enforcement
Reporting To: Director of Fire and By-law Enforcement/Fire Chief
Work Hours: 35+/- hour per week
Duration: Up to 18 weeks, May 5, 2025, to August 29, 2025
Hourly Rate: Currently under review.
2024 hourly rate was \$17.40 - \$18.87 based on year of post-secondary study.

The Township of South Stormont is a diverse mix of rural and small urban communities in Eastern Ontario. Home to over 13,000 residents, the Township's unique history and location on the shores of the St. Lawrence Seaway offers a host of activities and lifestyle opportunities.

JOB SUMMARY:

Under the general supervision of Director of Fire and By-law Enforcement/Fire Chief the By-Law Enforcement Student will provide assists the By-Law Enforcement Officer with the enforcement of municipal by-laws and provides public education and awareness programs and services to ensure the protection of residents, property, and employees.

PRIMARY DUTIES:

- Provide public education and awareness and promote safety to reduce the incidence of accidents and emergencies and bylaw infractions.
- Assisting the By-Law Officer in the enforcement of bylaws by participating in ride-along with the By-Law Officer.
- Respond to incoming calls/email related to the By-law Enforcement Department.
- Assist with the administration of the Township Pet Licensing Program.
- Assist with inspection related to the Fence/Pool By-law.
- Perform a variety of administrative and clerical support tasks such as: filing; photocopying; scanning; faxing; typing labels, letters, envelopes; formatting/distributing correspondence.
- Adhere to high standards of the employee code of conduct and demonstrate understanding that their personal actions impact the public's perception of the Municipality.
- Perform other duties as assigned by their supervisor.

KNOWLEDGE, SKILLS AND ABILITIES

- Applicants must be a recent graduate or be currently enrolled for September 2025 at a recognized post-secondary institution.
- Valid Class "G" Ontario Driver's License.
- Interpersonal and customer service skills.
- Computer skills including Email, Word, Excel.
- Excellent verbal/written communication skills that exemplify discretion, courtesy, tact, and attention to detail.
- Good report writing skills.
- Organizational and time management skills.

Qualified persons are invited to submit their resume and cover letter to Ms. Shelby Martel-Lavigne, HR Coordinator, through the online application process.

For more details and to apply online, please visit the Careers page of our website at www.southstormont.ca/careers.

Applications will be accepted until February 28, 2025.

The Township of South Stormont is committed to creating and maintaining a workplace that is welcoming, inclusive, and barrier-free. Accommodations in accordance with the Ontario Human Rights Code and applicable legislation are available throughout all stages of the recruitment process. For accommodation during the application process, applicants are requested to make their needs known via email at jobs@southstormont.ca. Personal information collected under the authority of the Municipal Act and will be used to assess eligibility for potential employment. Questions about this collection of personal information should be directed to Human Resources.