



**TOWN OF PRESCOTT**  
**By-Law Enforcement Officer & Intern Building Official**  
**Job Description**

**Position:** By-Law Enforcement Officer & Intern Building Official

**Competition#:** 03-2025

**Type:** Full-Time, Permanent – Non-Union

**Reports To:** Manager of Building and Bylaw

**Hours:** 35 hours per week; flexible schedule with a requirement to work outside normal business hours

**Rate of Pay:** \$26.89 – \$30.26 per hour

**Benefits/Pension:** Available

**Start Date:** June 2025

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**Summary**

The By-Law Enforcement Officer & Intern Building Official is a highly visible position at the Town of Prescott. Reporting to the Manager of Building and By-Law This position will be responsible for:

- Enforcement and Inspections of individual properties and situations as it relates to Municipal By-laws
- Providing advice and direction to the public regarding the building permit and by-law enforcement process. Ensuring all forms used and submitted to the Municipalities are filled in correctly and completely
- Ensuring all departments affected by any application or concern expressed are notified appropriately
- Inspection of buildings ensuring compliance with the Ontario Building Code when qualified to do so

The individual shall use their expertise to work with both Municipalities and the public to ensure adherence to Municipal By-Laws and the Ontario Building Code.

## **Key Duties, Responsibilities and Expectations**

- In accordance with municipal requirements, manage the provisions of the Property Standards By-law as they apply to the use and occupancy of any building or piece of land
- Ensure that all municipal by-laws are enforced at the direction of the municipality
- Perform duties of Provincial Offences Officer for the purposes of legal action or by-law enforcement
- Prepare public notices to educate the public on existence, content, and intent of by-laws as well as the corporation's policy regarding action against violation
- In accordance with statutory requirements, manage the enforcement of Provincial Statutes and regulations thereunder of the Building Code, and all other laws as they apply to buildings and structures
- Process property, zoning, and work order requests
- Review and inform the public of additional information or incomplete forms submitted to the Municipality in relation to Building Permits or By-law Concern forms
- Conduct site inspections as required
- Produce and maintain any forms, records, reports and correspondence as required
- Perform other duties, as assigned
- Maintain confidentiality in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Personal Information Protection and Electronic Documents Act (PIPEDA).

## **Education, Experience & Skills**

- Post-Secondary education or practical experience in a related field such as construction, law enforcement, or building design is preferred
- Must have knowledge of or the ability to obtain the knowledge in the following areas:
  - Municipal By-laws, enforcement processes, Provincial Offences Act and court proceedings
  - Property Standards By-law
  - Ontario Building Code

- Fire Code
- Official Plans
- Zoning By-laws
- Source Water Protection Plans
- Applicable Federal and Provincial laws and regulations related to planning, development, building and by-law enforcement
- To have or the ability to obtain a Building Code Identification Number
- Have or the ability to obtain qualification and registration as per the Ontario Building Code in the following categories within 2 years of the date of hire
  - legal
  - house
  - plumbing house
  - hvac house
- Working towards or designation of Building Code Qualified or Certified Building Code Official
- Must demonstrate the following skills:
  - Strong organizational and communication skills
  - Strong commitment to on-going learning and training
  - Demonstrated ability to deal with the public
  - Strong analytical abilities
  - Comfortable using a computer and automation tools
  - Work independently, using initiative, and good judgement
  - Flexible, adaptable, and possess superior customer services skills
  - Act professionally in providing services to the public and as a representative of the municipality.
  - Maintain discretion and confidentiality of all information is critical
- Satisfactory Police Criminal Check

- Valid Class "G" Driver's License and a Driver's Abstract satisfactory to the Employer

### **Working Conditions and Environment**

- This position is primarily based at the Prescott Municipal Building at 360 Dibble Street West, Prescott, Ontario
- Ability to work in inclement weather while enforcing municipal by-law and conducting building inspections outside of normal working hours
- The position is based on a 35-hour work week
- Normal office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday, however there is a requirement to work outside normal business hours