



Employment Opportunity

By-law/Property Standards Officer

The Township of Essa is a dynamic and growing municipality with a current population of approximately 24,000, a mix of rural and urban amenities, located in the heart of Simcoe County and southwest of the City of Barrie. The Township is currently accepting applications for the position of full-time By-law/Property Standards Officer (BPSO).

Reporting to the Clerk/Manager of Legislative Services and in close relation with the Building Department, the BPSO is responsible for ensuring by-laws are complied with and for investigation of alleged offences of municipal By-laws and other legislation. The BPSO negotiates compliance with property owners and tenants through verbal and written communication and proceeds with legal action in accordance with applicable legislation and regulations.

Key Qualifications:

- Post-Secondary education/training or college diploma related to law enforcement or equivalent experience.
- Minimum two (2) years of closely related experience.
- Must complete MLEOA Foundation Course and the Ontario Property Standards Association's Basics Property Standards Course – Part 1 (OAPSO) within 12 months of hire.
- Working knowledge of the *Provincial Offences Act*, *Building Code Act* (property standards), *Municipal Act* and other regulations is essential. Knowledge of applicable legal court proceedings and enforcement and investigation practices and procedures.
- Valid Class "G" Driver's License in good standing.

This is a full-time position, which involves 35 hours per week (occasionally it may require work outside regular office hours). **Salary range is \$62,537.20 - \$74,780.00 (2025).** The Township of Essa offers excellent benefits and a competitive compensation package. **Satisfactory Criminal Record and Vulnerable Sector Check will be required upon start.**

Qualified candidates are invited to submit their covering letter/resume, via email, by **3:00 pm, October 24, 2025** addressed as follows:

BPSO Recruitment

Township of Essa, 5786 County Road #21, Utopia, Ontario L0M 1T0

essahr@essatownship.on.ca

The Township of Essa is an equal opportunity employer. Accommodation will be made, upon request and where appropriate. We are dedicated to creating a workplace culture of inclusiveness and welcome applications from qualified individuals of diverse backgrounds. We are committed to providing barrier-free and accessible employment practices and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. If contacted for an employment opportunity, please advise if you require Code-protected accommodation and we will work with you to meet your needs.

We thank all applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.