

JOB POSTING #2024/030

POSITION:

Tobacco Enforcement Officer – Environmental Health Program - OPSEU

HOURS OF WORK:

Permanent – Part-Time – 24 Hours Per Week (0.68 FTE)

EFFECTIVE:

October 1, 2024

LOCATION:

Main Office – North Bay

ADDITIONAL INFO:

Vacant Position

POSITION SUMMARY:

Working as a member of a multidisciplinary team and under the mandate of the [Smoke Free Ontario Act](#) and the [Provincial Offences Act](#), the Tobacco Enforcement Officer conducts investigations, compliance checks and surveillance; provides education to tobacco vendors; liaises with other community agencies and government organizations that is consistent with the mission, vision, values, objectives, policies and standards of the Board of Health.

QUALIFICATIONS:

Education, Experience, Knowledge, Skills & Abilities:

- Possess a valid diploma from the Ontario Police College or equivalent
- Two years field experience in law enforcement
- Extensive experience and success in issuing provincial offenses tickets
- Experience in facilitating and maintaining partnerships (e.g. Health Canada) in support of a common initiative
- Must have a working knowledge of the Smoke-Free Ontario Act (SFOA) and the Provincial Offences Act (POA)
- Demonstrated knowledge of applicable legislation
- Excellent diplomacy and customer service skills
- Possess excellent organizational, problem-solving, interpersonal, written and communication skills
- Analytical, decision making and judgement skills to accurately assess and recognize escalating situations
- Self-motivated and able to complete assigned duties with minimal supervision
- Proficient use of computer technology including the use of Microsoft Office 365 programs (Word, Excel, PowerPoint, Teams), SharePoint, and applicable database applications
- Shows discretion and appropriately handles confidential information
- Demonstrated commitment to continuous learning and quality improvement

- Demonstrated ability to conduct investigations, compliance checks and surveillance related to tobacco enforcement activities
- Ability to appear in court and present information skillfully and accurately
- Ability to work independently and participate effectively in a multi-disciplinary team environment
- Ability to prepare comprehensive reports, proposals, and crown briefs, meeting required timelines
- Ability to pay attention to detail with a high level of accuracy
- Demonstrated reliability and the ability to work flex hours to meet needs of the program including (including weekends, evenings and public holidays) as required
- Ability to wear personal protective equipment as required
- Requires a valid “G” or “G2” Ontario Driver’s Licence and access to a reliable vehicle

As a condition of employment, the successful candidate will be required to provide a Criminal Reference Check including the Vulnerable Sector Check: recent, within four (4) months at their expense and will be required to comply with the Health Unit’s immunization [policies](#). Please refer to the individual [policies](#) for specific requirements and processes. Applicants requiring accessibility accommodation for the interview are asked to make such requests only when contacted for an interview.

HOURLY RATE:

Minimum \$34.86 to Maximum \$39.25 (OPSEU Pay Band 9) plus 4% vacation pay and 4% public holiday pay
 *Please note, the maximum level you can start at is at Level 4 (\$38.09)

CLOSING DATE:

Monday, August 26, 2024 at 4:00 p.m.

APPLICATION PROCESS:

If you wish to be considered for this position, please forward your resume, cover letter and proof of education required for this position to the attention of:

**Wendy Moore, Human Resources Coordinator
 Attention: Job Posting #2024/030**

**North Bay Parry Sound District Health Unit, 345 Oak Street West, North Bay, ON P1B 2T2 or
 Email: human.resources@healthunit.ca**

We thank all applicants for their interest, however only those applicants selected for an interview will be contacted.

Please Note: If you did not receive a confirmation email that your resume/application has been received, please contact Wendy Moore at wendy.moore@healthunit.ca for confirmation.

Once posting is closed, please refer to website for status of job posting.

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