



Requires a

**Tobacco Enforcement Officer**  
**Effective Immediately**  
**Regular, Full-Time, 1.0 Full Time Equivalents (FTE)**  
**Salary: \$45,583 to \$51,153**

**1. Summary of duties:**

Coordinates, plans, implements and evaluates activities to monitor and enforce compliance with the *Smoke-Free Ontario Act*, associated regulations, municipal smoking by-laws, specified programs as per the Ontario Public Health Standards and other programs administered by the Board of Health.

**2. Minimum qualifications and position requirements:**

- Post-secondary education and diploma/degree in a related field.
- Qualified to become designated as a Provincial Offences Officer.
- Intermediate knowledge of principles and practices of law enforcement.
- Familiarity with the various legal forms and procedures required to prosecute cases.
- Experience or training in law enforcement or prosecution techniques.
- Strong interpersonal and communication skills, including negotiating and conflict resolution skills.

Demonstrated ongoing effective ability to perform the following:

- work productively and efficiently with minimum supervision independently and as a member of an interdisciplinary team;
  - conduct quality inspections;
  - write clearly and concisely for effective documentation and to prepare court documents and other reports;
  - interpret, implement and enforce legislation related to the Smoke-Free Ontario Act;
  - verbal communication skills with the ability to deal with complaints in a non-confrontational manner and to remain calm and self-controlled under pressure;
  - strong computer skills (word processing, internet, e-mail, use of databases);
  - apply initiative, tact, diplomacy, and judgment in work-related engagements;
  - adapt to new, different, and/or changing requirements;
  - ensure privacy and confidentiality of information including that relating to clients; and
  - choose the appropriate course of action and prioritize inquiries.
- Must possess a valid Class G driver's license and ongoing access to reliable, efficient and effective transportation throughout the work day as travel to multiple sites in a single day is required to areas that may be inaccessible by public transportation. At times, carpooling is required where the successful incumbent will have to be able to drive others in their own vehicle.
  - Maintain up-to-date immunization according to the Ontario Publicly-Funded Immunization Schedule and/or the most recent edition of the Canadian Immunization Guide and the National Advisory Committee on Immunization as per the Peterborough Public Health policy; this includes being fully vaccinated with a COVID-19 vaccine series;
  - TB skin testing is required at the onset of employment and may be required as part of routine TB surveillance or follow-up of potential exposures.

**3. Assignment Requirements:**

- Enforcement of the *Smoke Free Ontario Act (SFOA)*, associated regulations, and municipal smoking by-laws.
- Respond to complaints, inquiries and information requests.
- Complete all mandatory inspections in accordance with the Ontario Public Health Standards.
- Collaborate with community partners for education, surveillance and enforcement activities.

**4. Apply in writing to:**

Email: [careers@peterboroughpublichealth.ca](mailto:careers@peterboroughpublichealth.ca)

Peterborough Public Health is committed to meeting the needs of persons with disabilities under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) Standards. Accommodation will be provided throughout the hiring process at the request of the applicant.

In applying for this job make sure your resume and/or cover letter address the qualifications noted above.

Please note that only applicants to be given further consideration will be contacted for an interview.

**5. Applications to be received no later than:**

Tuesday, August 9, 2022, at 4:00pm