



*City of Oshawa, located just a short 30-minute drive from Toronto, is a progressive city of 172,000 people and is the economic engine of the eastern Greater Toronto Area. Our strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced our quality of life advantage, while maintaining a strong commitment to fiscal restraint.*

**Job Title:** Regular Part-Time Municipal Law Enforcement Officer (4 positions)

**Posting Number:** 003838

**Department:** Corporate Services Department

**Branch:** Law Enforcement & Licensing

**Location:** Consolidated Operations Depot

**Posting Start Date:** 2022/06/23 **Posting End Date:** 2022/07/05 by 4:30pm

**Employment Group:** CUPE 251

**Salary Grade:** 10, \$39.73 - \$44.14 **Standard Weekly Hours of Work:** Up to 30

**Shift Work Required:** Yes

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## **Job Description**

Reporting to the Municipal Law Enforcement Operations Coordinator, or designate, be responsible for identifying, investigating, interpreting and enforcing by-laws and assume responsibilities involving specific services within Municipal Law Enforcement. The City of Oshawa strives to provide an environment that cultivates and supports the following core values: Authenticity, Courage, and Trust (ACT).

## **Responsibilities:**

Duties include responding to complaints/inquires with regard to enforcement and interpretation of Provincial legislation, City and Regional by-laws, regulations, policies and procedures; investigating by-law complaints/infractions, assessing and documenting findings, making decisions and proceeding with enforcement or closure of files; patrolling assigned areas on a regular basis on foot, bicycle or vehicle to monitor compliance with Provincial legislation, and City and Regional by-laws; issuing

offence/infracton/administrative penalty notices and summons as appropriate preparing detailed and accurate reports of evidence and completing documentation/processes required for court; providing coverage in all areas of enforcement including but not limited to Parking, Private Property, Licensing, Rental Housing, Noise/Nuisance, Parks, and Animal Control; and other duties as assigned.

### **Requirements:**

Demonstrated knowledge and skill of generally accepted practices and procedures normally associated with the completion of a two (2) year diploma/certificate from a recognized Community College in Police Studies/Foundations, Law & Security, Justice & Administration or related discipline, plus two (2) years of related enforcement experience, preferably in a municipal environment; or have the equivalent combination of education and relevant experience.

Excellent interpersonal skills with the ability to develop and maintain effective working relationships. Ability to communicate courteously, effectively and with tact, both orally and in writing. Good organizational skills, possess a sense of thoroughness and demonstrated ability to work on own initiative.

Established PC skills and experience using relevant software applications.

Good health and fitness.

Physically fit with the ability to climb, walk and ride a bicycle over rough ground. Able to work outdoors in all weather conditions.

Certification as Municipal Law Enforcement Officer (MLEO) and Ontario Association of Property Standards Officer (OAPSO) is preferred.

Shift work is required. Must be able to respond to after-hours emergency calls in the City within a reasonable time when assigned.

Willing to obtain yearly rabies pre-exposure vaccination and bi-annual titre check for level of rabies antibodies.

Ability to provide a criminal reference check.

Possession and maintenance of a valid, unrestricted Ontario Driver's Licence, minimum Class "G", and be able to pass the Corporation's tests for motor vehicle operation.

**Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.**

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Please apply online to this position at: <https://oshawa.jobs.net/en-CA/search>

All applicants are encouraged to provide a valid email address for communication purposes. Please ensure that you check your email regularly to receive any correspondence.

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.*

*All City of Oshawa employees are required to be fully vaccinated against COVID-19 as a condition of employment; proof of vaccination status will be requested upon hire. The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact us at [humanresources@oshawa.ca](mailto:humanresources@oshawa.ca) or 905-436-5666. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*