



The Town of Newmarket, Legislative Services Department  
Requires **Municipal Enforcement Officers**

Regular Full Time – Salaried – average 35 hours/week (1 position)  
Contract 12 months – average 35 hours/week (2 positions)  
Contract 12 months – average 20 hours/week (2 positions)

Under the direction of the Supervisor, Animal Services & Parking, the Municipal Enforcement Officer is responsible for monitoring and ensuring compliance with Municipal Parking Bylaws including issuing of Parking Infraction Notices and arranging for the removal of vehicles in violation of the bylaws; providing support for signs, licensing and zoning bylaw enforcement; and attends court to give evidence relating to parking violations, as required.

### How do I qualify?

- Completion of post-secondary education in Law Enforcement or combination of related education and experience.
- Demonstrated experience in Municipal law enforcement, private investigation, security or equivalent.
- Thorough knowledge with applicable government regulatory bylaws (such as parking, sign and licensing bylaws and provincial court procedures and ability to interpret municipal and provincial legislation and regulations including but not limited to Provincial Offences Act, Municipal Act, Dog Owner's Liability Act (DOLA), Occupational Health and Safety Act and Planning Act
- Knowledge of animal services and licensing functions to handle assigned tasks is an asset.
- Effective customer service, interpersonal, public relations, and problem/complaint resolution skills.
- Ability to effectively resolve problems/complaints while maintaining composure regardless of the demands of the environment.
- Effective investigation, analytical, negotiation and mediation skills.
- Demonstrated oral and written communications skills; attention to detail and accuracy are required.
- Demonstrated knowledge of computer software applications including Ticket Processor, Citation, Parking Handhelds as well as Microsoft Office (Word, Excel, Outlook) telephone systems, two way radio
- Ability to work flexible hours and/or shifts including days, nights and weekends and attend Public Information Sessions, and other public events.
- Ontario Class "G" valid Driver's License in good standing.
- Due to the nature of the contacts of this position a Police Vulnerable Sector Check satisfactory to the Town is required.

**Salary:** \$31.49 - \$39.37/hour

### How do I apply?

Please apply online at [www.newmarket.ca](http://www.newmarket.ca) by 5 p.m. on **May 16, 2021** quoting file number(s) below. **Applicants must apply to each competition you want to be considered for:**

**22-84 – Regular Full Time –Salaried – average 35 hours per week (1 position)**  
**22-91 – Contract 12 months – average 35 hours per week (2 positions)**  
**22-92 – Contract 12 months – average 20 hours per week (2 positions)**

The Town of Newmarket is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. Please no phone calls.