

Clarington

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The Corporation of the Municipality of Clarington Legislative Services requires a Full Time Municipal Law Enforcement Officer I

We are an equal opportunity employer

The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.

We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position should you be selected please contact the Human Resources Division at careers@clarington.net.

Who we are

Clarington is one of eight municipalities in Durham Region. With a population of 105,000 people and growing, Clarington offers residents a blend of city living and rural charm. The corporation is made up of six departments that report through to the Chief Administrative Officer.

The Municipality of Clarington is an equal opportunity employer and a great place to build a career. We value teamwork, diversity and offer an environment where staff can grow and pursue advancement opportunities while making a difference to the community.

What the role entails

The Legislative Services Department requires a permanent full-time Municipal Law Enforcement Officer I. The duties and responsibilities of the Municipal Law Enforcement Officer I are performed under the direct supervision of the Municipal Law Enforcement Coordinator. The Municipal Law Enforcement Officer I will be primarily responsible for parking enforcement, animal related by-laws and legislation to ensure a safe and sanitary environment for animals and people and may occasionally be required to investigate property maintenance and zoning by-law complaints, and other regulatory and business licensing matters. Hours of work will be scheduled by the Manager of Municipal Law Enforcement and will include days, evenings, nights, and some weekends.

Responsibilities

The following responsibilities and duties of this position includes but is not limited to:

- Enforcement of Municipal By-laws.
- Educating members of the public about Municipal By-law requirements.

- The issuance of Parking Infraction Notices.
- Arranging for towing and impounding of vehicles as required.
- Ensuring all parking meters and equipment are in good repair and proper working order.
- Preparation and maintenance of all necessary parking enforcement records.
- Attendance at Provincial Offences court as required.
- Conducting investigations, case file management, inspections to determine compliance with by-laws, preparation of evidence, liaison with various municipal and provincial agencies, and the Provincial Offences prosecutor.
- Handling of stray/injured/aggressive animals.
- Responding to Animal-related by-law complaints.
- Investigation of dog attacks.
- Kennel inspections.
- Other duties as assigned.

Qualifications

- The successful candidate shall be at least 18 years of age and possess a College Diploma in an enforcement related discipline or possess equivalent qualifications, skills, and work-related experience to the satisfaction of the Director of Legislative Services.
- At least one (1) year of related work experience.
- Working knowledge of the standard practices and procedures of the Ontario Court system, the *Provincial Offences Act*, the *Highway Traffic Act*, *Building Code Act*, the *Municipal Act, 2001*, the *Criminal Code of Canada*, the *Dog Owner's Liability Act*, *Pounds Act*, enforcement of Municipal By-laws, as well as the *Statutory Powers Procedures Act* and other related federal and provincial statutes.
- Understanding of relevant animal related legislation.
- Knowledge and ability to handle and assess all sizes/breeds of cats, dogs, livestock, small mammals including wildlife, and reptiles.
- Demonstrated understanding of domestic animal behavior including recognition of posture and situational stimuli affecting behaviors would be an asset.
- Strong investigative skills as well as excellent oral and written skills.
- Demonstrated knowledge and ability in working with Microsoft office suite, and other standard software applications.
- The ability to work well alone as well as in a team environment is a necessity.
- Demonstrated tactical communications skills with the ability to deal effectively and positively with the public, appointed and elected officials in a professional and confidential manner.
- A keen sense of accuracy, urgency, thoroughness, and sound judgement.
- A clean Criminal record.
- Must possess a valid Ontario Driver's License and a satisfactory Driver's Abstract from the Ministry of Transportation.
- The ability to work shifts, including evenings and weekends.
- Must be legally able to work in Canada.

What we offer you

- **Salary:** \$47,533 to \$59,261 - Code 6 of the 2020 Inside Collective Agreement.
- **Mileage:** \$ 0.61 per kilometer as per the current Canada Revenue Agency rates.
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.

Additional information and requirements

Pre-employment testing for this position may include written and oral testing, to assist in determining the successful applicant. A passing score will be considered to be 60% on each test with the highest score considered in the award.

Prior to starting the position, the successful candidate must provide, at their own expense a current (within the last 180 days) satisfactory criminal reference check, from a Canadian Police Information Centre. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

In addition, the successful candidate must also provide proof of Current Automobile Insurance Coverage, a Valid Ontario Driver's License, and a current satisfactory Driver's Abstract.

The Municipality of Clarington requires new employees to be fully vaccinated against COVID-19. Valid exemptions pursuant to the Ontario Human Rights Code will be assessed on a case-by-case basis. If contacted for an employment opportunity and you require accommodation under policy H-37 – Workplace COVID-19 Vaccination, please contact humanresources@clarington.net for additional information. Please note that resumes should not be sent to this email.

How to apply

To view this position and to submit your application online, please visit www.clarington.net/careers to view our current Internal job opportunities. Applications will be accepted until **September 13, 2022, at 4:00 p.m.**

This job competition number is **File # 133-22.**

We thank all applicants for their interest. However, only those under consideration will be contacted.

Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Director of Legislative Services by calling 905-623-3379.