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The Corporation of the Municipality of Clarington Legislative Services Division requires a Municipal Law Enforcement Manager

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

Reporting to the Deputy CAO/Solicitor, the Manager of Municipal Law Enforcement (MLE) is responsible for the overall management, development, and provision of by-law enforcement services, including Animal Services in the Municipality. This role is responsible for managing staff, including recruitment, performance management, education, and training as well as the day-to-day operations of the Division which includes responsibility for formulating and implementing policies and procedures, advising and consulting with staff to resolve difficult cases/inquiries while meeting the needs of the public. This role is responsible for managing and monitoring the allocation and use of resources, reviewing, and writing enforcement and licensing by-laws, liaising with internal and external agencies, as well as interacting with Members of Council and the public.

Responsibilities

The following responsibilities and duties of this position include but are not limited to:

- Providing leadership and direction to staff for the undertaking of the responsibilities and operations of the Division.

- Responsible for interpreting municipal bylaws, provincial legislation and court decisions.
- Reviewing and conducting research and analysis on department bylaws, incorporating the changing legal framework at the provincial level, and preparing reports with recommendations to staff and Council for consideration.
- Developing and implementing major new programs and initiatives as directed by Senior Leadership or Council (i.e., parking permit program, proactive enforcement programs).
- Responding to inquiries and complaints from Council, the public, agencies, etc., pertaining to the interpretation and enforcement of Municipal by-laws and related regulations, policies, and procedures.
- Responsible for the annual budget for Animal Services, Parking and MLE Division, while creating a long-range plan for growth and development for the Division.
- Overseeing the procurement of capital items related to parking revenue and divisional needs.
- Ensuring that work and payments are processed in a timely fashion for contractors completing work for various property standard orders.
- Working with the Coordinator, MLE on all officer training requirements in relation to day-to-day duties, investigative techniques, note taking, officer safety, etc.
- Providing oversight and training to the Property Standards Committee.
- Facilitating collaboration and interaction by building and maintaining strong relationships with external stakeholders, including Durham Regional Police Service, community representatives and the public. Liaises and builds strong relationships with internal stakeholders, including Council and Senior Leadership.
- Establishing protocols and processes to streamline and build upon efficiencies, best practices, and enforcement practices based on business and operational needs.
- Assigning responsibility for tasks, actively monitoring progress, metrics and key data to ensure the team meets objectives and is working in compliance with approved procedures.
- Regularly communicates and provides resolutions and interpretation of municipal bylaws for residents, staff and members of Council.
- Implementing standard operating procedures and documentation within the Division.

Qualifications

- Post-secondary diploma from a Community College Program in a relevant field, or equivalent work experience to the satisfaction of the Deputy CAO/Solicitor.
- Requires a minimum of five (5) years of managerial experience of Enforcement in a municipal and unionized setting, with previous experience in enforcement.
- Requires managerial experience in Shelter Operations, animal control and welfare.
- Demonstrated knowledge of investigative techniques, enforcement procedures, risk assessment, situational awareness, and legal advocacy.
- Thorough working knowledge of current legislation (such as Provincial Offences Act, Ontario Building Code, Municipal By-Laws, High Traffic Act, Municipal Act, Animals for Research Act, Pounds Act) as it relates to creating procedures and by-laws that will withstand court challenges.
- Must be a Certified Property Standards Officer through OAPSO and Certified Municipal Law Enforcement Officer through MLEOA.
- Proven fiscal management with the ability to prepare and manage annual operating and capital budgets.
- Advanced user of Microsoft applications and databases such as AMANDA, Shelter Buddy and parking enforcement software.

- Excellent interpersonal, investigative, report writing, problem solving, organizational and verbal and written communication skills, including the ability to communicate with clients and members of the public tactfully and convincingly. Ability to deal courteously and effectively with all levels of staff and government, elected officials, local boards, community groups, organizations, and the public, with the ability to respect confidentiality.
- Ability to remain empathetic and calm in order to diffuse conflict and/or potential volatile situations.
- An Environmental Noise Certification would be an asset.
- Ability to travel occasionally to various work locations in a timely and efficient manner.
- Must be able to legally work in Canada.

What we offer you

- Salary: \$115,265 - \$140,106, Code 9 of the 2023 Non-Affiliated Salary Administration Program.
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.
- The Municipality of Clarington offers flexible work arrangements for eligible roles, where employees are empowered to do their best work in the way that works for them. Currently, this position is not eligible for a flexible work arrangement option.

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 70% on each test with the highest score considered in the award.

Prior to starting the position, the successful candidate must confirm access to reliable transportation and provide, at their own expense, the following:

- A current Driver's Abstract and proof of a valid Ontario Driver's "G" License.
- A current (with the last 180 days) satisfactory criminal reference check, directly from a Canadian Police Information Centre. Criminal Records Checks from third party agencies are not acceptable. 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.

How to apply

To view the details of this position, and to submit your application online, please visit www.clarington.net/careers. Applications will be accepted until **July 28, 2023, at 4:00 p.m.**

This job competition number is **File # 94-23**.

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 Municipal Clerk, 40 Temperance Street, Bowmanville, ON L1C 3A6 or by phone at 905-623-3379 ext. 2109.