



## **Provincial Offences Officer – Automated Speed Enforcement** **(12 month contract – 2 positions)**

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. We are a vibrant, thriving community that possess a sense of pride and where community spirit prevails. Our town is committed to being a complete and healthy community where there are opportunities for everyone to contribute and to benefit. We are looking for two highly motivated professional to contribute to the Corporate Services Department.

Reporting to the Director of Corporate Services, this position is responsible for administering and enforcing provincial legislation and municipal by-laws primarily pertaining to Automated Speed Enforcement.

### **Duties and Responsibilities**

- Reviews, screens and processes evidence captured by the automated speed enforcement (ASE) camera system utilizing third-party software.
- Issues penalty orders which includes verifying registered owner information using ARIS, printing and mailing penalty orders.
- Obtains vehicle plate registration information, completes, and signs charging documents.
- Prepares detailed briefs of evidence, completes necessary documentation required for AMPS proceedings, and testifies evidence in Screening or Hearing Reviews.
- Prepares MTO and MAG reports and updates databases as required.
- Communicates with local Police, MTO, MAG and other agencies as needed, in addition to working in a coordinated effort with multiple internal departments.
- Liaises with the Ministry of Attorney General Defaulted Fines and Control Centre to give and receive information relating to plate suspension and plate reinstatement.
- Investigates and responds to external inquiries and/or complaints pertaining to automated speed enforcement.
- Documents information for processing penalty notices and all court and/or AMP-related matters.
- Manually and/or electronically maintains accurate records of complaints received and document occurrence reports.
- Reviews by-laws and stays up-to-date with current legislation.

### **Key Competencies and Qualifications**

- Post-secondary diploma in law enforcement (or related).
- Completion of a Municipal Law Enforcement Officer (MLEO) program preferred.
- Completion of the one day Ontario Traffic Council training as mandated by the Ministry of Transportation.
- Minimum of three years of closely related experience, preferably within a municipality, or that of previous experience providing services in a court system, legal environment or parking enforcement setting involving direct contact with the public.
- Knowledge of provincial application process for set fines and court costs, and designation with Provincial Offences.
- Working knowledge of Automated Speed Enforcement Regulations, policies and procedures.
- General knowledge of Municipal Act, Municipal Freedom of Information and Privacy Protection Act, municipal by-laws, Provincial Offences Act, Occupational Health and Safety Act, and other related legislation.
- Ability to promote a culture of inclusiveness and work with a diverse population of employees, council, boards and the general public.
- Availability to work outside business hours as required
- Ability to complete a Criminal Record & Judicial Matters Check upon hire

The position offers a salary range of \$29.77 to \$37.21 (2024 rates) with a 35-hour workweek and an option for flexible work arrangements.

To explore these challenging opportunities further, we invite qualified applicants to visit the [current opportunities](#) section of the Towns career site. Closing date for this position is February 28, 2024.

***We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.***

***The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.***

***The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.***