

Town of Caledon

make a difference



Job Title: Coordinator, Municipal Law Enforcement (Permanent Full-Time, Union)
Closing Date: November 11, 2024, 12pm

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Reporting directly to the Director, Municipal Law Enforcement, this unionized role is responsible for the administrative support for the Municipal Law Enforcement Division, and for being the primary point of contact for by-law and parking enforcement inquiries and various licensing and permit application processes. As the Coordinator, Municipal Law Enforcement, you will perform the following duties, including but not limited to:

- Respond to all client inquiries regarding municipal bylaws via e-mail, phone or in person.
- Process and assign client service requests to appropriate officer based on assigned areas or responsibility.
- Manage enforcement e-mail and respond to inquiries as required.
- Receive permit applications, including processing deposits and application fees.
- Process/review applications to ensure applications are eligible based on regulations.
- Process election sign applications and deposits. Track all infractions and subtract from deposit. Issue refunds following completion of election.
- Process tow truck, taxi and refreshment vehicle applications and licensing; including verification of documents and eligibility, inputting of information into AMANDA, processing payment, scheduling vehicle inspections, etc.
- Prepare all necessary documentation/correspondence for various licensing applicants.
- Inform applicants of their application's non-compliance or deficiencies they have identified and assist them with bringing their application into compliance.
- Management of information related to each service request and permit or licence application in the AMANDA database system.
- Ensure that all Divisional records are maintained in accordance with Town's retention policy.



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

The Ideal Candidate

We are seeking a passionate professional with a post-secondary diploma in Public Administration, Political Science, or a closely related field. Our ideal candidate has minimum 1 year of administration and customer service experience.

The ideal candidate will have exceptional customer service skills. We are seeking an individual with superior interpersonal skills, a demonstrated ability to work independently, and excellent verbal and written communication skills.

The successful candidate for Coordinator, Municipal Law Enforcement will be required to work a flexible schedule, including in the office and after hours (as required).

This position offers a salary range of \$70,059.31 to \$84,576.06 plus a competitive benefit package.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **November 11, 2024, 12:00PM.***

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542