



## **MLEO III**

**(Job # 2024-083-IE)**

<b>Department:</b>	Corporate Services
<b>Status:</b>	Full Time, Permanent
<b>Date Posted:</b>	December 3, 2024
<b>Date Closing:</b>	<b>December 17, 2024, 4:00 p.m.</b>
<b>Number of Positions:</b>	1
<b>Scheduled Hours/Shifts:</b>	35 hours per week
<b>Salary:</b>	\$84, 202 - \$102,444 annually
<b>Flexible Working Arrangements:</b>	No

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### **WHY Stouffville:**

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting its employees, by providing competitive compensation, OMERS Pension, employer funded benefits, paid vacation, sick time, EAP and flexible work arrangements, to help you prioritize what matters most.

We are eager to find an individual who is a dynamic leader, ready to tackle the diverse portfolio of services offered by the Municipal Law Enforcement Team including animal services, property standards, site alterations, nuisance, and parking. If you are looking for an exciting opportunity in a cross functional team, in a flourishing Municipality, this may be the role for you!

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

### **Position Purpose:**

Under the direction of the Supervisor, Municipal Law Enforcement, the Municipal Law Enforcement Officer (MLEO) III is responsible for the effective and timely delivery of Municipal Law Enforcement services to the community in a customer oriented, professional manner. The MLEO III is responsible for ensuring compliance with Town By-laws and Provincial Legislation including by-laws relating to Fill, Zoning, Property Standards, Clean Yards, Noise, Water Restrictions, Fire, Fireworks, Hunting, and Parking and is the lead on more complex municipal law enforcement files and assists the supervisor with preparing reports and research on various matters.

### **Qualifications and Requirements:**

- 2-year College diploma or degree in Law and Security Administration or Police Foundation or related field
- A minimum 5+ years' experience as a Municipal Law Enforcement Officer.
- Municipal Law Enforcement Officer designation.
- Ontario Association of Property Standards Officers designation.
- Use of force certification (Collapsible Baton Bite Stick & O/C Spray Dog Repellent).
- Excellent listening skills, verbal and written communication skills.
- Ability to work independently and as part of a team.
- Working knowledge of the Town's By-laws and enabling legislations such as the Municipal Act, Building Code, Planning Act, Ontario Evidence Act, Highway Traffic Act and Charter of Rights and Freedoms.
- Advanced interpersonal skills, with ability to interact effectively with all municipal staff, elected officials, residents, businesses, dignitaries, other government/agencies. Ability to build collaborative working and community relationships, and internal and external alliances.

- Excellent conflict resolution and de-escalation skills.
- Leadership skills and the ability to deal effectively with people in difficult situations.
- Analytical and problem-solving skills, discretion and good judgement when handling confidential/sensitive information and communicating with individuals regarding controversial matters; sensitivity and ability to maintain security of files.
- Effective organizational/coordinating and research skills; ability to prioritize work and to work under pressure to meet deadlines.
- Superior customer service orientation with a focus on ensuring effective services; maintain a positive, professional attitude as well as remaining neutral in all situations.
- Decision making skills.
- Proficiency in Microsoft Office, Outlook, Word, Excel and PowerPoint.
- High degree of accuracy, attention to detail and record keeping skills.
- Ability to deal with physically demanding situations and extreme weather conditions.
- Stress management and time management skills.
- Ability to work shifts including evenings, weekends and statutory holidays
- Ability to work overtime, as assigned
- Valid Ontario Class G driver's license in good standing
- Hold or intention to acquire valid first aid and CPR certificates

**How to apply:**

Please forward your resume in confidence by **December 17, 2024, at 4:00 p.m.**, identifying **Job # 2024-083-IE** in the subject line to [hr@townofws.ca](mailto:hr@townofws.ca).

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*

**We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.**