

Town of Caledon

make a difference



Job Title: Officer, Municipal Law Enforcement (Contract up to 6 months, Union)
Closing Date: January 6, 2025, 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 Supervisor, Municipal Law Enforcement this unionized role is responsible for enforcing a multitude of municipal by-laws, including but not limited to, Zoning, Property Standards, Clean Yards, Fill, Fences, Signs, Animal Control, Noise and Nuisance, Traffic and Business Licensing. Officers are also responsible to provide public education, and awareness regarding established municipal standards in order to ensure the protection of residents, property and the community.

As the Officer, Municipal Law Enforcement, you will perform the following duties, including but not limited to:

- Conduct investigations of properties and buildings for compliance with the Town's By-laws. Direct property owners/occupants or business owners/operators of actions needed to be taken to rectify or correct a By-law contravention.
- Prepare investigation reports and ensure electronic data is fully entered into AMANDA.
- Prepare prosecution briefs; swear to information, affidavits, subpoenas and summonses; serve subpoenas and summonses; present oral testimony and demonstrative evidence for Property Standards Tribunal, Licensing Hearings and Ontario Court of Justice
- Communicate with property owners/occupants and licensees with respect to identified By-law contraventions.
- Coordinating and conducting joint enforcement investigations with other enforcement agencies such as OPP, TRCA, CVC, NEC, MECP, etc.
- Supervise Town contractors carrying out remedial enforcement actions on a property in order to rectify By-law contraventions.

The Ideal Candidate

We are seeking an enthusiastic professional with a post-secondary diploma in Criminal Justice and Public Policy, Law Enforcement, Criminology, or a related field. Our ideal candidate has a minimum of two (2) years' municipal



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

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

experience (or a related field) in an enforcement environment interpreting and applying by-laws/regulations, conducting investigations and ensure regulatory compliance. Certification as a Municipal Law Enforcement Officer and a Property Standards Officer is an asset. Experience in animal health, animal control or similar function is an asset. Experience with presenting evidence in court or other discovery proceedings is an asset.

The ideal candidate will be proficient in MS Office (Word, Excel, Outlook) and knowledge of AMANDA, Bluebeam and Arc Explorer is considered an asset. We are seeking an individual with excellent verbal and written communication skills, demonstrated experience with research, analysis and preparing detailed documentation (e.g. Provincial Applications, forms etc.), demonstrated ability to deal objectively, calmly and courteous with the public during dispute or conflict situations, and superior interpersonal skills including the ability to work effectively in a team environment.

This position offers an hourly range of \$42.74 to \$52.38.

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 **January 6, 2025, at 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