

Town of Caledon

make a difference



Job Title: Student, Municipal Law Enforcement
Closing Date: February 12, 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. Come see how you can ***make a difference!***

Why Work a Summer with the Town?

- Apply learned knowledge and skills in a real-world setting
- Gain valuable field experience in your area of study
- Learn about municipal government structure and processes
- Earn competitive wages, and work full-time hours

The Opportunity

Reporting directly to the Supervisor, Municipal Law Enforcement, the incumbent will gain valuable work experience and transferable skills through supporting the Municipal Law Enforcement Division. As part of the delivery of services, the MLE Student will have the opportunity to assist MLE Officers and MLE Coordinators through participation in various field activities, research and analysis, report preparation and projects, and front facing resident assistance. As the Student, Municipal Law Enforcement, you will perform the following duties, including but not limited to:

- Assist officers with inspections/monitoring for compliance of various By-laws, including Clean Yards, Parks, Signs, Traffic, etc.
- Support officers on complaints/inspections/investigations while ensuring confidentiality is maintained
- Assist coordinators with day-to-day activities of the Division, including responding to telephone, email, and processing licensing and permit applications
- Aid in the maintenance of documented records and activities
- Triage resident queries relating to municipal by-laws and enforcement matters to the appropriately
- Support the Director and Supervisors with data collection, research, and compliance reporting
- Assist with the preparation of all enforcement related documents, such as notices and orders pursuant to appropriate by-laws and legislation.



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- Maintain responsibility for assigned duties within the departmental and/or corporate Business Continuity Plan
- Participate in all mandatory training requirements
- Be responsible to in compliance with the Occupational Health and Safety Act and Regulations, the Town of Caledon Policies and Procedures, as well as established industry guidelines.

The Ideal Candidate

We are seeking two passionate students working towards a degree or diploma in a field related to Law Enforcement and/or Public Administration and are returning to school in Fall of 2025. Minimum 1-3 years related experience working for a municipality or a related field and knowledge of AMANDA software are considered assets.

The ideal candidates will have excellent verbal and written communication skills with the ability to give, obtain, and/or exchange routine information. We are seeking individuals with superior interpersonal skills including the ability to work effectively in a team environment, and a demonstrated ability to exercise significant discretion and sensitivity involving regular access to confidential data.

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

This position offers an hourly range of \$20.33 – 21.58.

Satisfactory proof of schooling or return to school, may be requested.

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 **February 12, 2025, 12:00PM EST.***

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.



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