

Town of Caledon

make a difference



Job Title: Officer, Municipal Law Enforcement I (Permanent Full-Time)

Closing Date: March 31, 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 to the Supervisor, Municipal Law Enforcement Officer this role is responsible for enforcing municipal by-laws, including but not limited to, traffic, signs, noise, nuisance and dumping. 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 I, you will perform the following duties, including but not limited to:

- Work independently and collectively with other by-law enforcement officers and internal departments to ensure residents, businesses, visitors comply with municipal by-laws.
- Carry out the legislated and legal requirements of a Provincial Offences Officer, Municipal Law Enforcement Officer.
- Issue Notices of Violation, Orders, Part I, Part II and Part III processes of the Provincial Offences Act for non-compliance.
- Respond to complaints, take pro-active and re-active action on by-law violations and participate in division wide, seasonal and priority enforcement initiatives.
- Conduct investigations of municipal roadways for compliance with the parking provisions of the Town's and Region's Traffic By-laws.
- Communicate with vehicle owners with respect to identified parking violations.
- Prepare investigation reports and ensure electronic data is fully entered into parking infraction database.
- Gather evidence for prosecutions, testify in court.
- Attend/participate in meetings with clients or other internal staff.
- Supervise Town towing contractors carrying out remedial enforcement actions by removing illegally parked vehicles.



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www.caledon.ca

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- Participates and makes recommendations in the process to improve and/or develop
- policies, practices and procedures that enhance effectiveness and efficiency.
- Management of information related to each investigation in the parking infraction database system.
- Ensure all charges and court proceedings/findings are fully documented in database.
- Serve summons when required, perform additional duties and undertake special projects as assigned including assisting Level 2 Officers.

The Ideal Candidate

We are seeking an enforcement professional with minimum education, training and/or knowledge in the above, normally acquired from a post-secondary degree or diploma in Law Enforcement or closely related field, with a demonstrated interest in regulatory law. Our ideal candidate has a minimum of 1-3 years related experience in regulatory law or enforcement, training in Alternative Dispute Resolution/Management is an asset.

The ideal candidate will have demonstrated customer service excellence that reflects Caledon's quality standards: accurate, courteous, responsive and easy to navigate. We are seeking an individual with the ability to deal objectively, calmly, and courteous with the public during dispute or conflict situations.

The successful candidate for this position will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$70,059.31 - \$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 **March 31, 2025, 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.



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