



Making life better in King

King is Hiring
By-law Enforcement Officer Level 1

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Manager of By-law Services and Supervisor of By-law Services, the By-law Enforcement Officer Level 1 is responsible for the following:

- This position's responsibility will be focused on:
 - parking enforcement,
 - roadway obstructions (bin on the road),
 - signs,
 - noise,
 - parks and
 - other duties in an assistance capacity role only and to the investigating officer as may be required.
- Prepares and coordinates departmental correspondence related to officer's files (respectively) and/or agreed to.
- Responds to telephone and counter inquiries, and records and disseminates messages, including obtaining complaint details and taking the required information, creating the appropriate files and/or acting on or assigning, as required.
- Maintains and organizes departmental files and statistics including updating parking management, first attendance and file management programs as applicable from time to time.
- Reviews and administers Sign Permit Applications (Temporary, Permanent and Special Event).
- Responds to by-law related questions, general inquiries and requests for information, and interprets by-laws.
- Responds to complaints pertaining to by-laws including but not limited to zoning, property standards, etc. and ensures conformance with various by-laws.
- Provides the public and interested parties with necessary information and assistance relating to by-laws.
- Interprets by-laws and relevant legislation to determine non-compliance.
- Prepares, issues and serves correspondence including but not limited to offence notices, orders to comply, information, summons, AMPS penalty and memos, and ensures to follow-up on all investigative matters ensuring compliance with by-laws.
- Initiates legal action or remedial action as required.
- Prepares various documents for court including prosecution briefs, summons, information, and swears to said information and serves summonses.
- Attends court and hearings to give evidence based on investigation, as required.
- Maintains accurate records including notes, pictures, files and relevant information of facts on all investigations in detail to support successful prosecution.
- Conducts investigations and gathers information through investigation by identifying contraventions of by-laws and negotiating compliance by providing relevant information on by-laws.
- Enforcement of parking by-law including issuing certificates of parking infractions through AIMS software, maintains updated records and coordinates tow of vehicles as required.
- Attends and consults with contractors on necessary remedial work.
- Travels throughout the municipality to monitor and ensure compliance with by-law offences, and deals with unknown hazards, including unsafe site conditions and/or confrontational property owners, contacting police or emergency personnel when required.
- Supports and conducts screenings, processes and updates files.
- Coordinates investigations with other government agencies, as well as internal staff, where applicable.
- Coordinates and works to ensure that physical and electronic records and information are retained, archived or disposed of in accordance with established procedures, records management policy, and legislation.
- Delivers exceptional customer service with respect to providing accurate information to service providers, the general public and staff.
- Provides advice/guidance/training/assistance to Seasonal/Co-op Students as assigned and/or as necessary.
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- University degree or college diploma in Law Enforcement or a related program.
- Minimum of two (2) years of previous related experience with a good knowledge of municipal organization.
- Certification through the Ontario Association of Property Standards Officers (CPSO) and Municipal Law Enforcement Officer's Association (MLEO(C)) is an asset.
- Current First Aid/CPR.
- Knowledge of Land Manager/Cityview and AIMS considered an asset.
- Knowledge of the Administrative Monetary Penalty System considered an asset.
- Knowledge of by-laws, applicable provincial and federal statutes and regulations, rules of evidence, property rights, Freedom of Information and Privacy Legislation, *Municipal Act*, etc.
- Excellent oral and written communication skills to prepare reports to make presentations to Council and to provide evidence in court.
- Excellent interpersonal skills and judgement, diplomacy and negotiating abilities, and the ability to diffuse hostile members of the public.
- General understanding of the Township's By-laws and Procedures.
- Class "G" drivers' licence in good standing, and a reliable vehicle to use on Township business.
- Skill and efficiency required in the use of computers and related software, including but not limited to: Microsoft Word, Excel and PowerPoint software, Outlook e-mail and other applicable software.
- Demonstrates the Corporate values of customer service excellence, integrity, respect and communication.

Conditions of Employment:

- Physical ability to climb stairs and ladders, kneel, bend, walk and run.
- Work involves mental and visual concentration with frequent interruptions.
- Must be able to deal effectively and courteously with the public.
- Flexible hours (rotation), including evenings and nights alone, weekends and statutory holidays are conditions of employment.
- Must be legally authorized to work in Canada.

Salary Range: \$75,293 - \$83,665 per annum (2024 Rate)

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on March 19, 2025**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit www.king.ca for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the *Municipal Act, 2001, S.O. 2001, c.25* and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the *Integrated Accessibility Standards Regulation 191/11 (IASR)*, and the *Ontario Human Rights Code*, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.