

# Clarington

## We're looking for a Part – Time Municipal Law Enforcement Officer I to join Clarington's Legislative Services team!

If you require this information in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

### Why Clarington

#### **Clarington is a place of possibilities.**

With a population set to double by 2051, Clarington is one of the fastest-growing municipalities in Durham Region with more than 107,000 people across four urban centres and 14 hamlets. Clarington offers a perfect blend of urban living and country charm and is known for its thriving energy and agriculture sectors, historic downtowns and as a great place to live, work and play.

Our people enjoy a collaborative work environment, work-life balance, and are at the forefront of community impact. We value accountability, integrity and respect, and are committed to fostering equity, inclusion and diversity in the workplace. Together, we are striving to enhance the quality of life for residents today and for future generations who call Clarington home.

The future is bright – and working with the Municipality of Clarington means you can help shape it. How will you make your mark?

### Position Snapshot

#### **Clarington is growing and our workforce is, too!**

Reporting to the Municipal Law Enforcement Supervisor and the Municipal Law Enforcement Manager, this position will primarily administer and enforce the Municipal and Regional Parking by-laws, animal related by-laws and legislation to ensure a safe and sanitary environment for animals and people and may occasionally be required to investigate clean and clear, minor zoning issues, various regulatory by-laws, and trade licensing.

### What you'll be doing

#### **As a Municipal Law Enforcement Officer I, your responsibilities include but are not limited to:**

- Enforcement and education of Municipal By-laws.
- The issuance of Parking Infraction Notices.
- Towing and impounding of vehicles as required.
- Ensuring all parking meters and equipment are in good repair and proper working order.
- Preparing and maintaining all necessary parking enforcement records.
- Attendance at court as required.
- Preparing all documents required to establish motor vehicle ownership.

- Conducting investigations, case file management, inspections to determine compliance with by laws, preparing material for court, and liaising with various municipal and provincial agencies.
- Handling of stray/injured/aggressive animals.
- Responding to Animal-related by-laws.
- Investigation of dog attacks and kennel inspections.
- Other duties as may be assigned

## What you bring

### **The successful candidate will have:**

The successful candidate will possess:

- The successful candidate shall be at least 18 years of age and possess a College Diploma in an enforcement related discipline; or possess equivalent qualifications in skills and work-related experience to the satisfaction of the Director of Legislative Services.
- Minimum one (1) year related experience.
- A working knowledge of the standard practices and procedures of the Ontario Court system, the Provincial Offences Act, the Highway Traffic Act, Building Code Act, the Municipal Act, 2001, the Criminal Code of Canada, the Dog Owner's Liability Act, Pounds Act, enforcement of Municipal By-laws, as well as the Statutory Powers Procedures Act and other related federal and provincial statutes.
- Understanding of relevant animal related legislation.
- Possesses tactical communications skills.
- Knowledge and ability to handle and assess various sizes and breeds of animals such as cats, dogs, livestock, small mammals including wildlife, and reptiles.
- Demonstrated understanding of domestic animal behaviour including recognition of posture and situational stimuli affecting behaviours would be an asset.
- Strong investigative skills as well as excellent oral and written skills.
- The ability to work shifts, including evenings and weekends, is a necessity.
- The ability to work independently as well as in a team environment is a necessity.
- The ability to deal effectively and positively with the public, appointed and elected officials in a professional and confidential manner.
- A keen sense of accuracy, urgency, thoroughness, and sound judgement.
- Demonstrated knowledge and ability in working with Microsoft office suite and related software applications.
- A valid driver's license in good standing.
- A clean Criminal record.
- Must be legally able to work in Canada.

## What we offer

- Rate of pay: \$32.20 per hour (2024 rate)
- Hours of work: up to a maximum of 24 hours per week including evenings, weekends, and holidays.

## We are an equal opportunity employer

The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.

We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position, should you be selected, please contact the Human Resources Division at [careers@clarington.net](mailto:careers@clarington.net).

## Additional information and requirements

Pre-employment testing for this position may include written and oral testing, to assist in determining the successful applicant. A passing score will be considered to be 60% on each test with the highest score considered in the award.

Prior to starting the position, the successful candidate must provide, at their own expense, the following:

- Must possess and maintain a valid Ontario Driver's License Class "G" with a satisfactory Driver's Abstract and access to reliable transportation.
- A current (with the last 180 days) satisfactory criminal reference check, directly from a Canadian Police Information Centre. Criminal Records Checks from third party agencies are not acceptable. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

## Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Municipal Clerk, 40 Temperance Street, Bowmanville, ON L1C 3A6 or by phone at 905-623-3379 ext. 2109.

## Ready to apply?

Please submit your application online by **May 14, 2025, at 11:59 PM**.

We thank all applicants for their interest. However, only those under consideration will be contacted.