



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Vacancy: Regular Part-Time Municipal Law Enforcement Officer 2 - (3 Positions) **Posting Number:** 005327

Department: Safety & Facilities **Branch:** Law Enforcement & Licensing

Location: Consolidated Operations Depot

Posting Start Date: 2025/05/22 **Posting End Date:** 2025/06/05 by 4:30p.m.

Employment Group: CUPE 251 **Salary Grade:** 08, \$38.67 - \$42.96 **Standard Weekly Hours of Work:** Up to 30 **Shift Work Required:** Yes

Job Description

Reporting to the Operations Coordinator, Municipal Law Enforcement Services or designate, the role of the Municipal Law Enforcement Officer 2 is to interpret, enforce, and administer by-laws and other legislation, both on a complaint basis and proactively in a consistent, clear, effective and unbiased manner which is sensitive to the needs of customers.

Responsibilities:

- Investigate and respond to complaints and inquiries from the public, staff and other Departments with regard to enforcement and interpretation of Provincial legislation, City By-laws, Regional By-laws, regulations and policies and procedures
- Patrol of assigned areas on a regular basis on foot, bicycle or vehicle to monitor compliance
- Prepare detailed and accurate reports of evidence and complete necessary documentation/processes required for court
- Knowledgeable and able to provide coverage in all areas of enforcement including but not limited to Parking, Private Property, Boulevard Maintenance and

Standards, Licensing, Rental Housing, Signs, Noise/Nuisance, Parks, Animal Control, etc.

- Other duties as assigned

Requirements:

- Demonstrated knowledge and skills generally associated with the completion of a two (2) year college diploma in a related field, plus one (1) year of relevant customer service experience is required; or an equivalent combination of education and experience. Preference will be given to applicants who have completed studies in Legal, Justice or Police Studies
- Experience working in a compliance or security environment is an asset
- Proven ability to resolve conflict through effective communication techniques, procedures and practical experience related to conflict avoidance, de-escalation and resolution skills
- Excellent communication and customer service skills
- Established skills and experience in Word, Excel, Case Management Software and other software tracking/reporting applications
- Physically fit with the ability to climb, walk and ride a bicycle over rough ground
- Able to work outdoors in all weather conditions
- Shift work is required. Must be able to respond to after-hours emergency calls in the City within a reasonable time when assigned
- Willing to obtain yearly rabies pre-exposure vaccination and bi-annual titre check for level of rabies antibodies
- Possession and maintenance of a valid, unrestricted Ontario Driver's Licence, minimum Class "G", and be able to pass the Corporation's tests for motor vehicle operation

As a condition of employment, the City of Oshawa will require successful candidates to provide a Vulnerable Sector Check and an employment medical.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

Apply online: <https://oshawa.jobs.net/jobs>

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

City of Oshawa employees need to apply through the intranet (iConnect) in order to be considered as an internal candidate. All applicants are encouraged to provide a valid email address for communication purposes. Please ensure that you check your email regularly to receive any correspondence.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.