



We're looking for a Municipal Law Enforcement Officer II 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 Supervisor, Municipal Law Enforcement, the successful candidate will be required to investigate, administer and enforce the provisions of all by-laws of the Municipality as well as applicable provincial statutes.

What you'll be doing

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

- Carry out legislated and legal requirements of a Provincial Offences Officer as an MLEO II.
- Critical analyzation and investigation of complaints and complaint areas, case file management from start to end.
- Respond to and investigate complaints, take appropriate action necessary to ensure compliance with legislation is achieved which includes verbal requests, written correspondence, issuance of Notices/Orders, required work contracted, and/or legal action taken.
- Conduct inspections to determine the validity of violation complaints, employ appropriate investigative techniques to gather and analyze evidence, and enforce Municipal By-laws and provincial legislation for alleged By-law: permit, and licensing infractions under the following Bylaws: including but not limited to Property Standards, Zoning, and Site Alteration (mainly), Traffic, Kennel Licensing, Responsible Pet Owner, Clean and Clear, Snow and Ice Removal, Exotic Animals, Noise, Fence, Graffiti, Peddlers, Parks,

Refreshment Vehicle, Boulevard, Road Occupancy, Sign (Regional and Municipal), and Waste Materials Preparation of general correspondence and Orders to Comply.

- Issue Notices of Violation, Orders, Part I, Part II, and Part III processes of the Provincial Offences Act for non-compliance.
- Maintain and document records and activities while maintaining confidentiality as it relates to investigation and privacy (MFIPA).
- Capture, handle, restrain and transport domestic and wild animals, livestock, and occasionally exotic animals and livestock.
- Preparation of material for court, attending and giving evidence in court as well as conducting prosecutions if required.
- Liaison with various municipal and provincial agencies, research and preparation of reports on investigation matters and proposed by-laws for Council.
- Maintain professional, knowledgeable, conscientious presentation to the public.
- Other duties as required.

What you bring

The successful candidate will have:

- Possess a College Diploma in an enforcement related discipline, graduate of the training systems of the Ontario Police College or other recognized police training facility.
- Designation as a Certified Property Standards Officer and Certified MLEO.
- Minimum three (3) years field experience as an enforcement officer in a municipal setting or other government agency.
- A working knowledge of the standard practices and procedures of the Ontario Court system, the Provincial Offences Act, the Building Code Act, the Municipal Act, the Criminal Code of Canada as well as the Statutory Powers Procedures Act and other related federal and provincial statutes.
- Demonstrated understanding of domestic animal behaviour and handling, through formal training, including recognition of posture and situational stimuli affecting behaviours.
- The ability to prepare and prosecute matters before a Justice of the Peace in court.
- 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 well alone 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.

What we offer

- Salary: \$76,795 to \$88,209 - Code 12 of the 2024 CUPE Inside Collective Agreement.
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.

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.

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 **July 15, 2025, at 11:59 PM**.

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