

Town of Caledon

make a difference



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

Closing Date: June 12, 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 directly to the Supervisor, Municipal Law Enforcement this role is responsible for enforcing a multitude of municipal by-laws, including but not limited to, Zoning, Property Standards, Clean Yards, Fill, Fences, Signs, Animal Control, Noise and Nuisance, Traffic and Business Licensing. 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 II, you will perform the following duties, including but not limited to:

- Conduct investigations of properties and buildings for compliance with the Town's By-laws. Direct property owners/occupants or business owners/operators of actions needed to be taken to rectify or correct By-law contravention(s).
- Prepare investigation reports and ensure electronic data is fully entered into AMANDA.
- Issue Notices of Violation, Orders, Part I, Part II and Part III processes of the Provincial Offences Act for non-compliance
- Communicate with property owners/occupants and licensees with respect to identified By-law contraventions.
- Coordinating and conducting joint enforcement investigations with other enforcement agencies such as OPP, TRCA, CVC, NEC, MECP, etc.
- Supervise Town contractors carrying out remedial enforcement actions on a property in order to rectify By-law contraventions.
- Participates and makes recommendations in the process to improve and/or develop policies, practices and procedures that enhance effectiveness and efficiency.
- Perform additional duties and undertake special projects as assigned



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

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 Criminal Justice and Public Policy, Law Enforcement, Criminology, or closely related field. Successful completion of Ontario Association of Property Standards Officers (OAPSO) Part 1 or Municipal Law Enforcement Officers Association (MLEOA) Part 1 foundations course. Our ideal candidate has a minimum of (2) years municipal experience enforcing interpreting and applying by-laws/regulations, conducting investigations and ensure regulatory compliance.

Certification as a Municipal Law Enforcement Officer (MLEO©) and/or a Certified Property Standards Officer (CPSO) considered an asset.

The ideal candidate will have demonstrated experience with research, analysis and preparing detailed documentation (e.g., Provincial Applications, forms, etc.) and experience in municipal administration, by-law enforcement, property standards compliance, permits and license issuance, as well as investigation practices and procedures. We are seeking an individual with the ability to conduct investigations/inspections including the preparation of written reports, briefs, evidence and other related documents and correspondence in a fast-paced working environment.

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 \$77,790.11 - \$95,332.10 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 **June 12, 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.



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542