



*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 Full-Time Municipal Law Enforcement Officer – 2 Positions **Job ID:** J1125-0259

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

Location: Consolidated Operations Depot, Oshawa, ON.

Posting Start Date: 2025/11/25 **Posting End Date:** 2025/12/05 by 4:30pm

Employment Group: 251 **Salary Grade:** 10 – \$43.01 - \$47.78 per hour

Standard Weekly Hours of Work: 40.00 **Shift Work Required:** Yes

Reporting to the Municipal Law Enforcement Operations Coordinator, or designate, be responsible for identifying, investigating, interpreting and enforcing by-laws and assume responsibilities involving specific services within Municipal Law Enforcement.

Responsibilities:

- Duties include responding to complaints/inquires with regard to enforcement and interpretation of Provincial legislation, City and Regional by-laws, regulations, policies and procedures
- Investigating by-law complaints/infractions, assessing and documenting findings, making decisions and proceeding with enforcement or closure of files
- Patrolling assigned areas on a regular basis on foot, bicycle or vehicle to monitor compliance with Provincial legislation, and City and Regional by-laws
- Issuing offence/infraction/administrative penalty notices and summons as appropriate preparing detailed and accurate reports of evidence and completing documentation/processes required for court

- Providing coverage in all areas of enforcement including but not limited to Parking, Private Property, Licensing, Rental Housing, Noise/Nuisance, Parks, and Animal Control
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust
- Other duties as assigned

Requirements:

- Demonstrated knowledge and skill of generally accepted practices and procedures normally associated with the completion of a two (2) year diploma/certificate from a recognized Community College in Police Studies/Foundations, Law & Security, Justice & Administration or related discipline, plus two (2) years of related enforcement experience, preferably in a municipal environment; or have the equivalent combination of education and relevant experience
- Excellent interpersonal skills with the ability to develop and maintain effective working relationships. Ability to communicate courteously, effectively and with tact, both orally and in writing. Good organizational skills, possess a sense of thoroughness and demonstrated ability to work on own initiative
- Established skills and experience in Microsoft Office and related software applications
- Physically fit with the ability to climb, walk and ride a bicycle over rough ground
- Able to work outdoors in all weather conditions
- Certification as Municipal Law Enforcement Officer (MLEO) and Ontario Association of Property Standards Officer (OAPSO) is preferred
- 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
- Ability to provide a criminal reference check at time of hire
- Possession and maintenance of a valid Ontario Driver's Licence, in good standing (minimum Class "G"), a driver's abstract showing no demerit points, and the ability 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://www.oshawa.ca/city-hall/careers/>

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.

Applicants who are currently employed by the City of Oshawa are asked to clearly indicate their status as an internal applicant in their application. 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.