



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: Municipal Law Enforcement Officer - Student **Posting Number:** J0126-0002

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

Location: Consolidated Operations Depot, Oshawa, ON.

Posting Start Date: 2026/01/05 **Posting End Date:** 2025/1/26 by 4:30pm

Employment Group: 251 **Salary Grade:** 01 – \$25.52 – \$30.06 per hour

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

Important Information. *Please read before applying for this position.*

To be eligible for a summer student position with the City of Oshawa you must be currently enrolled in full-time studies at community college or university and returning to full-time studies in the fall. Documentation from the school must be provided by the end of June indicating your intention to return to school at the end of the summer break in the current year. If this documentation is not received, you will be disqualified from the student employment program and will not be considered for future student employment opportunities.

Student enforcement staff are an important component of the Municipal Law Enforcement workforce and are key to the successful delivery of our services. Students must commit to a full term of employment up to and including September 4, 2026.

Student performance will be evaluated during the work term. Students employed in previous summers must reapply. Previous applicants or incumbents are not guaranteed an interview or employment from year to year.

Applications will be reviewed, and successful candidates are placed in a lottery. Those selected will proceed through the interview process.

We would like to thank all applicants. Please note that due to the volume of applications received only those selected for an interview will be contacted.

Reporting to the Manager, Municipal Law Enforcement Services and be responsible for assigned operations, including the investigation and enforcement of applicable by-laws with respect to long grass, weeds and debris and assisting other staff in all by-law related matters.

Responsibilities:

- Investigate and assess validity of by-law complaints and initiate enforcement when necessary
- Conduct research, carry out field/site inspections, making field notes and communicating by-law provision
- Assist in the performance of all office functions as assigned, including answering the telephone, data entry, word processing and search of records, handling complaints, enquiries, and requests for assistance
- Filing, maintaining daily logs, and performing other general clerical duties
- Provide good, efficient customer service in all aspects of operations
- Participate in public education activities
- Maintain good public relations in discussing and resolving issues related to the department
- Provide advice and assistance to both internal and external personnel, agencies and the public in the enforcement of a variety of municipal by-laws
- Other duties as assigned
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust

Requirements:

- Preference will be given to students who are currently enrolled in a recognized University/College program of study in law enforcement, criminology and justice, planning, sociology, or legal studies and/or have previous work experience in a law enforcement capacity
- Good reading, writing and oral English skills. Able to read, interpret and apply by-laws and follow general and technical instructions, both written and oral, which deal with standardized situations
- Able to complete forms and records relevant to the job
- Good interpersonal skills; tact and courtesy to deal with the general public on issues of an extremely sensitive and potentially controversial nature and in discussing information with colleagues
- Physically fit and able to run, climb, lift and move heavy items (80 lbs/approx. 36 kgs.)

- Capable of performing the work assigned in a safe manner. Working knowledge of and ability to apply relevant safety policies, standards and legislation (Ontario Occupational Health and Safety Act)
- First Aid and WHMIS training are assets
- 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
- Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act

As a condition of employment, the City of Oshawa will require successful candidates to provide a Criminal Records Check with Vulnerable Sector Search.

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.