



## FULL-TIME SUPERVISOR OF ENFORCEMENT SERVICES (COMPETITION NO.: CLK-2026-11)



<b>Posting Date:</b>	April 2, 2026	<b>Closing Date:</b>	April 17, 2026
<b>Department:</b>	Enforcement Services	<b>Hours per Week:</b>	35 hours per week
<b>Benefits Entitlement:</b>	Yes	<b>Existing Position:</b>	Yes
<b>Pension Entitlement:</b>	Yes - Employer Matched Contributions		
<b>Salary Level 109:</b>	\$113,437- \$141,796 (2026)	<b>Union:</b>	Non-Union

**Interviews are tentatively scheduled for April 28, 2026. Further details (including time and location) will be provided to candidates selected for interviews.**

### Position Summary

The Supervisor of Enforcement Services is responsible for the day-to-day direction, leadership and operational efficiency of the Enforcement Services Department including schedules, payroll, training, mentoring, performance evaluation and maintaining Departmental standards.

### Duties

- Provide direct front-line supervision and responsible for providing operational work assignment, guidance, discipline and performance evaluations for staff
- Review and respond to all escalated resident concerns respecting by-laws
- Oversee Animal Control investigations and reports for Ontario Damage Compensation Program
- Carry out City Council initiatives as directed by the Department Manager
- Oversee enforcement of the City of Timmins Property Standards By-law in accordance with the Building Code Act as required
- Perform duties related to the issuance of business and lottery licences
- Participate in and support the City's Continuous Improvement Program (CIP) to identify improvements in the way we deliver services
- Other duties as assigned

### Qualifications

- Grade 12 plus a two-year Community College Diploma in Police Foundations or equivalent
- Certified Municipal Law Enforcement Officer (MLEOA) required
- Certified Property Standards Officer (OAPSO) required
- Completion of a Municipal Law Program (AMCTO) preferred
- Three years' previous experience in a municipal sector environment required
- Demonstrated leadership ability to co-ordinate, plan, supervise, and direct work of others
- Demonstrated computer skills in Microsoft Word, Excel, Mapping and Database software
- Possesses a valid Ontario 'G' Driver's License in good standing
- Excellent customer service skills with the ability to resolve customer inquiries/complaints in an effective manner
- Excellent communications skills (both oral and written) with the ability to communicate with all levels of staff, stakeholders and the general public
- Bilingualism (English and French) an asset
- Clear and current Criminal Record Check with Judicial Matters Check required

### How to Apply

To apply for this position, applications must be received by the Human Resources Department no later than **4:00 pm** on the closing date of **April 17, 2026**.

**Via Email:** [human\\_resources@timmins.ca](mailto:human_resources@timmins.ca)

*The City of Timmins is committed to providing a safe and supportive workplace where diversity, equity and inclusion are at the core of how we conduct business. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations throughout the recruitment and selection process, in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only candidates under consideration will be contacted.*

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