

Clarington

We're looking for a Part Time Municipal Law Enforcement Officer I to join Clarington's Legislative Services team!

Why Clarington?

Clarington is a community full of possibilities.

As one of the fastest-growing municipalities in Durham Region, Clarington is home to over 107,000 residents across four urban centres and 14 hamlets. With our population expected to double by 2051, Clarington offers a perfect blend of urban living and small-town charm. We're known for our thriving energy and agricultural sectors, vibrant historic downtowns, and exceptional quality of life.

Our team thrives in a collaborative environment that promotes work-life balance and meaningful community impact. We value accountability, integrity, and respect, and we are deeply committed to fostering equity, inclusion, and diversity in the workplace. Together, we're building a stronger Clarington — for today and for future generations.

The future is bright – and working with the Municipality of Clarington means you can help shape it. How will you make your mark?

About the Role

Vacancy Status: This posting is for an existing vacancy.

Reporting to the Municipal Law Enforcement Supervisor and the Municipal Law Enforcement Manager, this position will primarily administer and enforce the Municipal and Regional Parking by-laws, animal related by-laws and legislation to ensure a safe and sanitary environment for animals and people and may occasionally be required to investigate clean and clear, minor zoning issues, various regulatory by-laws, and trade licensing.

Key Responsibilities

- Enforcement and education of Municipal By-laws.
- The issuance of Parking Infraction Notices.
- Towing and impounding of vehicles as required.
- Ensuring all parking meters and equipment are in good repair and proper working order.
- Preparing and maintaining all necessary parking enforcement records.
- Attendance at court as required.
- Preparing all documents required to establish motor vehicle ownership.
- Conducting investigations, case file management, inspections to determine compliance with by laws, preparing material for court, and liaising with various municipal and provincial agencies.
- Handling of stray/injured/aggressive animals.
- Responding to Animal-related by-laws.
- Investigation of dog attacks and kennel inspections.

- Perform other duties as assigned, including those specific to the department.

What you bring

- The successful candidate shall be at least 18 years of age and possess a College Diploma in an enforcement related discipline; or possess equivalent qualifications in skills and work-related experience to the satisfaction of the Director of Legislative Services.
- Minimum one (1) year related experience.
- A working knowledge of the standard practices and procedures of the Ontario Court system, the Provincial Offences Act, the Highway Traffic Act, Building Code Act, the Municipal Act, 2001, the Criminal Code of Canada, the Dog Owner's Liability Act, Pounds Act, enforcement of Municipal By-laws, as well as the Statutory Powers Procedures Act and other related federal and provincial statutes.
- Understanding of relevant animal related legislation.
- Possesses tactical communications skills.
- Knowledge and ability to handle and assess various sizes and breeds of animals such as cats, dogs, livestock, small mammals including wildlife, and reptiles.
- Demonstrated understanding of domestic animal behaviour including recognition of posture and situational stimuli affecting behaviours would be an asset.
- 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 independently 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.
- Demonstrated knowledge and ability in working with Microsoft office suite and related software applications.
- A valid Ontario Driver's License Class "G" in good standing.
- Excellent written and verbal communication abilities.
- A commitment to exceptional customer service and professionalism.
- Must be legally entitled to work in Canada.

What we offer

- Hourly rate: \$34.66/hr
- Hours of work: up to 24 hours per week including evenings, weekends, and holidays.

Additional Information

A satisfactory criminal record check with a vulnerable sector screening and proof of qualifications will be required for the successful candidate.

Pre-employment testing may consist of written and oral assessments. To be considered successful, candidates must achieve a minimum score of 60% on each test. The highest score attained across the assessments will be used in the final award decision.

How to Apply

Applications will be accepted until **June 7, 2026, at 11:59pm.**

To learn more about employment with the Municipality of Clarington and to apply for this exciting and challenging opportunity, visit: www.clarington.net/careers.

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

Our Commitment to Equity

The Municipality of Clarington is a progressive and inclusive employer committed to equity, diversity, and creating a respectful and barrier-free workplace.

Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*. To request support or accessible formats, please contact the Human Resources Division at careers@clarington.net.

Privacy

Applicant information is collected under the authority of Section 11 of the *Municipal Act, 2001* for the purpose of evaluating the applicant. Questions about this collection can be directed to Human Resources at careers@clarington.net.