



Municipal Law Enforcement Officer II (Temporary, Full-Time)

Req #1209

100 Burwell Rd, St Thomas, ON N5P 3R8, Canada

Job Description

Posted Wednesday, April 22, 2026 at 12:00 a.m. | Expires Tuesday, May 5, 2026 at 11:59 p.m.



The Corporation of the City of St. Thomas -
Environmental Services Department has an existing vacancy for a:

MUNICIPAL LAW ENFORCEMENT OFFICER II (Temporary, Full-Time)

Job Posting #1209-04-26

Division/Department: Transportation & Bylaw /Environmental Services
Reports to: Manager of Transportation & Bylaw
Location: St. Thomas Animal Shelter & Various locations throughout the City
Hours: 37.5 hours/week; Sunday to Saturday, Overtime, Night Shift and On-Call rotation
Union Affiliation: CUPE Local 841

ARY:

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enforcement of Regulatory By-laws within the City, including performing all statutory and operational requirements of a Provincial Offences Officer as set out in the Provincial Offence Act and other applicable legislation. The Municipal Law Enforcement Officer II position also performs Animal Shelter and Animal Control duties relating to operations, administration, and maintenance of the City Animal Shelter.

PRIMARY DUTIES AND RESPONSIBILITIES:

Bylaw Enforcement

- Investigates infractions and confirms compliance with Municipal By-laws (including but not limited to: traffic & parking, animal control, lot maintenance, boulevard maintenance, taxi, sign, noise, waste management, site alterations, parks, sewer use, food trucks, licenses and other Municipal By-laws) in response to citizen complaints, City-Initiated blitzes, proactive enforcement protocols and application for licenses and permits.
- Inspects premises, identifies, or verifies infractions, takes statements and prepares reports as required while carrying out By-law enforcement activities.
- Interprets by-laws in accordance with direction and policy, determines by-law violations, advises public of contraventions verbally and/or in writing as required and attempts to resolve disputes. If necessary, serves a Provincial Offences Act (POA) Part I, II or III offence notice and initiates legal proceedings.
- Prepares, issues and serves POA documentation and represents the City at relevant legal proceedings, and provides evidence as required.
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- Prepares, issues and serves POA documentation and represents the City at relevant legal proceedings, and provides evidence as required.
- Coordinates clean-ups and repairs of properties and sign removal from City and private property.
- Investigates animal complaints including dog bites and dangerous dogs as per the Animal Control By-law and reports and consults with other related agencies and officials as required.
- Investigates noise complaints including after hours and takes necessary actions to seek compliance with the Noise Bylaw.
- Patrols Municipally controlled parking lots, City streets and contracted private properties to enforce parking and non-moving traffic violations, providing education and issuing tickets as necessary. Enforces overnight parking restrictions during winter period.
- Responds to reports of prohibited public land use, such as temporary shelters, and encourages compliance and provides a Notice to Vacate the area, as per the City Coordinated Collaborative response.
- Conducts Vehicle For Hire inspections and issues warning/charges and removal of vehicle licences.

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related assessment, title searches and certified vehicle ownership searches.
 Provincial legislation as directed (ie. Reopening of Ontario Act).





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- party resources. Provides collections to the Treasury Department in a timely manner.
- Maintains, installs, removes, converts, and repairs related parking enforcement equipment.

Animal Shelter

- Performs day-to-day Animal Care including but not limited to: patrolling, impounding animals, contacting owners, accepting shelter intakes from the public and other contracted municipalities; logging animal intakes, collecting fees, releasing and adopting animals in accordance with the City By-law and procedures.
- Maintains, cleans and operates the day-to-day duties of the shelter and related facilities per accepted policies and procedures and senior government requirements. Including the general cleaning of common areas, staff room, bathroom, kitchen, and disposal of wastes.
- Performs animal care services such as feeding, cleaning, bathing, grooming and monitors and evaluates the health of animals in the Animal Shelter and follows up regarding sick animals with the Animal Shelter Attendant and/or veterinarian. Provides minor health care treatments and collect urine and feces samples as required.
- Evaluates housed animals to determine correct sex, breed, age, and health. Maintains a record of animals and documents all medications/procedures the animal receives and logs any additional concerns.
- Administers treatment and medication as prescribed or directed by the Animal Shelter Attendant and/or veterinarian including humane euthanasia of skunks and raccoons.
- Impounds, monitors, cares for, and quarantines dangerous animals, who have bitten or are suspected of rabies.
- Provides environmental enrichment, socialization, and physical activity to the animals within the facility.
- Routinely prepares and picks up animals for transport, shelter supplies, and donations.
- Performs sick or injured wildlife pickup including but not limited to skunks and raccoons.
- Provide administrative support completing daily tracking logs, reporting, record keeping, cash handling and transactions, documentation of animals, medical records, supplies and shelter activities in accordance with legislation, polices, procedures and City requirements.
- Assists with fundraising and events to promote the shelter and adoptable animals.
- Seasonal maintenance of outdoor areas of the Animal Shelter including grass cutting, snow removal, and salting/sanding of walkways, entrances, and exits.
- Provides guidance and assistance to co-op students and volunteers and ensures their compliance with City Policy and Procedures.

Bylaw/Animal Shelter Duties

- Maintains accurate records, compiles material, prepares correspondence and reports on status of ongoing investigations relating to complaints.
- Prepares and submits reports to the Supervisor and/or Manager, as required.
- Completes and ensures Daily Work Activity Report/Log are completed both manually and/or electronically, pre and post trip inspections are completed, and any deficiencies are reported to their supervisor.
- Maintains effective working relationships with the general public, volunteer groups, rescue groups, other public bodies, relevant departments of the senior levels of Government, other Civic Departments and service area staff.
- Provides excellent customer service when dealing with resident's inquiries, concerns, and service requests. Provides education to member of the public regarding interpretation of by-law and provision of animal services.

school crossing guard as necessary on a back-up/emergency basis.

Skip to Content in training/seminars as required by the Supervisor and/or Manager.

- Participates in the Master Rotation Schedule including the after-hours and on-call system.




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- Participates in all Health & Safety requirements deemed necessary by the Corporation while performing duties, as well as any legislated training/certification required to carry out activities.
- Performs other such related duties, responsibilities and functions as may be assigned.

Note: The major tasks and responsibilities outlined above are representative but not all-inclusive. All activities are expected to be performed in a safe manner in accordance with the Occupational Health and Safety Act and its Regulations along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition. This position must be compliant with all provisions of the Occupational Health and Safety Act, related "Duties of a Worker".

EDUCATION/EXPERIENCE/SKILL

Qualifications

- Ontario Secondary School Graduation Diploma.
- A minimum accredited 2-year College Diploma in a Police Foundation, Law and Security or Justice program or equivalent.
- Professional designation through the Municipal Law Enforcement Officers Association is preferred.
- Professional designation through the Ontario Association of Property Standards officer is preferred.

Experience

- 2- years working as a Municipal Law Enforcement Officer or similar experience.
- One of the two years must include experience working with animals.

Knowledge/Skill/Abilities

- Thorough working knowledge of the Provincial Offences Act, Highway Traffic Act, Municipal Act, Dog Owners Liability Act, Animals for Research Act, Pounds Act, Canada Evidence Act, Municipal Freedom of Information and Protection of Privacy Act and Regulations and other pertinent legislation related to municipal law enforcement; and municipal law enforcement processes and practices including court room documentation and proceedings.
- Strong technical knowledge of the City By-laws, Animal Shelter, Animal Care, Animal Control practices, and public health issues surrounding animals.
- Must be competent within the meaning of the Occupational Health & Safety Act and be capable of issuing clearly understandable written and verbal instructions.
- Must have knowledge and ability to use personal protective equipment (PPE).
- Must have good hand-eye coordination, alertness, and safety consciousness.
- Ability to work from and interpret specifications, standards, instructions, and legislation.
- Must be comfortable working in close proximity to traffic and in adverse conditions.
- Must be able to follow instructions, work independently or in a group.
- Ability to resolve complaints by educating the offender, negotiating compliance, and mediating disputes.
- Ability to focus and concentrate in high pressure and ever-changing situations.
- Ability to work unsupervised in a variety of situations.
- Knowledge and ability to perform minor repairs on equipment, and to maintain equipment and/or vehicles in a clean, tidy, and safe condition.

[Skip to Content](#) ed analytical, problem-solving, planning, report writing, evidence collecting and skills.



(Email, Word, Excel, Outlook, Access LTI, Animal Shelter Software, parking enforcement software) and other municipal business systems.

Driver's Licence

- Ontario Driver Record required.
- Must possess a valid "G" Ontario Driver's Licence and access to reliable transportation.

Other

- Corporate Orientation and Health & Safety Training
- Valid First Aid/CPR
- Satisfactory Police Records Check
- Willing and able to receive regular anti-rabies vaccinations

Working Conditions

- Physical dexterity and light to heavy activities including cleaning, lifts and transfers of large animals and interaction with potentially aggressive or sick animals.
- Works in close proximity to traffic, and in adverse conditions
- Required to work outside in typically unfavourable road and weather conditions.
- Exposure to physical hazards and contrasting weather conditions including but not limited to blizzards, whiteouts, ice storms, fog, sun exposure, machine heat, unpredictable traffic etc.
- Must be capable of performing physically demanding duties and repetitive manual labour.
- Ability to drive in difficult driving conditions.
- With appropriate safety precautions, must be able to tolerate dusty, noisy, and odorous conditions.
- Work independently, undertakes a variety of tasks and performs them with minimal supervision.
- Required to work beyond the normal hours of work and be a part of the on-call rotation.
- Must be able to respond to emergencies within a reasonable period of time.
- May be required to work within other Service Areas.

Remuneration: \$33.24 per hour, plus 4% vacation pay, working 37.5 hours per week.

As per the Collective Agreement, upon the completion of six (6) continuous months of temporary employment, Extended Health, Dental & Travel Benefits will commence, subject to the conditions of the Benefit Plan. At that time, you will also be entitled to pro-rated casual sick time.

Applications must be received no later than Tuesday May 5, 2026 at 11:59 p.m.

HOW TO APPLY:

Go to www.stthomas.ca – Employment, Employment Opportunities. Go to Posting Title and click the 'Apply Now' button. You may need to register/create a Login.

Please import/upload your COVER LETTER AND RESUME individually (i.e. pdf, word) and ensure you have attached all documents prior to submitting your application.

Applicants are required to answer Qualification questions during the application process.



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provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.

Although we appreciate all applications received, only those selected for an interview will be contacted. Personal Information on this application is collected under the authority of the Municipal Act., R.S.O. 2001, as amended, and will be used to determine eligibility and suitability for employment with the City of St. Thomas. Our hiring process does not use artificial intelligence (AI) or automated decision-making tools. Applications are reviewed and evaluated by our hiring team.

Job Details

Pay Type
Hourly

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