

Woolwich Township Job Posting



Date: July 24, 2026
Position: By-law Enforcement Officer (Temporary Part-Time)
Hourly Rate: \$25.50 - \$31.00 per hour

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you will play a key role in helping shape the next phase of our future growth and development.

Due to a vacancy Enforcement Services is seeking one (1) Temporary Part-time By-law Enforcement Officer for up to one (1) year.

Purpose of Position and Profile

This position will assist full-time officers in enforcing municipal by-laws and regulations. The role involves supporting compliance efforts, responding to community concerns, and helping maintain public order through education and enforcement.

The incumbent will also be responsible for engaging with the public in a professional manner, addressing by-law violations, and supporting community safety initiatives. This position provides practical field experience in municipal enforcement, legislation, and community-based regulatory services.

Responsibilities:

The successful candidate will be responsible for:

- Ensuring compliance with parking by-laws, including winter parking restrictions from December 1 to March 31 between 4:00 a.m. and 9:00 a.m.
- Monitoring and enforcing parking regulations near schools to promote safety and compliance.
- Enforcing municipal by-laws related to noise, clean yards, boulevard maintenance, highway obstruction, and sidewalk snow removal.
- Carrying out duties associated with a Municipal Law Enforcement Officer, including investigations, inspections, and documentation.
- Providing professional and courteous customer service while interacting with the public.
- Performing other duties as assigned.

Qualifications, Knowledge, Skills and Work Requirements

- Post-secondary education in Law and Security, Police Foundations, or a related field.
- Previous municipal or law enforcement experience is considered an asset.
- Ability to understand and interpret Township by-laws and relevant legislation, including the Provincial Offences Act, Municipal Act, and Highway Traffic Act.
- Strong written and verbal communication skills, with excellent interpersonal abilities.
- Demonstrated customer service skills and conflict resolution abilities.
- Proficiency in computer applications, particularly Microsoft Office Suite.

Hours of Work and Working Conditions:

- Up to 20 hours per week with flexibility to work early morning, evening, and weekend shifts based on departmental needs
- A valid G driver's license, clean driving record, and reliable vehicle are required.
- Work is performed in both office and outdoor environments.
- Outdoor work may involve exposure to varying weather conditions, including heat, cold, and precipitation.

Interested applicants are invited to submit their resume via the [Township Job Board](#) prior to **4:00pm on August 7, 2026. Please quote job posting 2026-36.**

All applicants are thanked for their interest in these positions, however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.