



We're looking for a Municipal Law Enforcement Officer I or II 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: Unless specifically stated, all job postings at the Municipality of Clarington are to fill existing vacancies within our organization.

The successful candidate will play a key role in maintaining community standards and promoting compliance with Municipal by-laws and applicable Provincial legislation. The position is responsible for investigating complaints, conducting inspections, managing enforcement files, preparing correspondence and legal documents, attending court proceedings, liaising with internal and external stakeholders, and carrying out a variety of enforcement and public service duties.

Municipal Law Enforcement Officer I positions report to the Municipal Law Enforcement Supervisor and primarily focus on parking enforcement, animal services, property maintenance matters, and other routine by-law enforcement activities. Municipal Law Enforcement Officer II positions report to the Municipal Law Enforcement Manager and are responsible for more complex investigations and enforcement matters related to Property Standards, Zoning, Site Alteration, business licensing, and other regulatory by-laws.

Key Responsibilities

Municipal Law Enforcement Officer I

- Administer and enforce Municipal by-laws and applicable Provincial legislation through education, voluntary compliance, and enforcement action.

- Investigate complaints related to parking, animal services, property maintenance, and other routine by-law matters.
- Issue Parking Infraction Notices and Provincial Offence Notices as required.
- Tow and impound vehicles in accordance with applicable legislation and Municipal by-laws.
- Conduct inspections, gather evidence, maintain accurate records, and manage enforcement files.
- Respond to and investigate animal-related complaints, including dog bite investigations, kennel inspections, and concerns involving stray, injured, or aggressive animals.
- Safely handle and transport domestic animals and wildlife as required.
- Prepare correspondence, witness statements, and court-related documentation.
- Attend court proceedings and provide evidence when required.
- Liaise with internal departments, external agencies, contractors, and members of the public.
- Participate in proactive enforcement initiatives and public education activities.
- Perform other related duties as assigned.

Additional Responsibilities of a Municipal Law Enforcement Officer II

In addition to the responsibilities of an MLEO I, the MLEO II will:

- Conduct complex investigations involving Property Standards, Zoning, Site Alteration, business licensing, sign, and other regulatory by-laws.
- Prepare and issue Orders to Comply and other enforcement documents.
- Conduct detailed investigations involving evidence collection, witness interviews, and legal proceedings.
- Represent the Municipality at Court proceedings, Property Standards Committee hearings, Committee of Adjustment hearings, Landlord and Tenant Board matters, and other hearings or tribunals as required.
- Provide technical guidance and mentorship to junior enforcement staff.
- Lead enforcement files involving significant regulatory, legal, or public interest considerations.

What you bring

Qualifications required of a Municipal Law Enforcement Officer I

- Minimum 2-year College Diploma in Law and Security Administration, Police Foundations, Justice Studies, Animal Care, Municipal Administration, or a related discipline, or an equivalent combination of education and experience, to the satisfaction of the Municipal Law Enforcement Manager.
- One (1) to three (3) years of enforcement, compliance, investigative, animal services, or related experience.
- Working knowledge of Municipal by-law enforcement principles and applicable legislation, including the Provincial Offences Act, Highway Traffic Act, Municipal Act, Dog Owners' Liability Act, and other relevant statutes.
- Knowledge of animal care, animal behaviour, and animal-related legislation is considered an asset.
- Strong conflict resolution, customer service, and tactical communication skills.
- Demonstrated investigative, analytical, and problem-solving abilities.
- Excellent verbal communication, report writing, and documentation skills.
- Ability to work independently and collaboratively within a team environment.

- Ability to exercise sound judgement, diplomacy, and professionalism in challenging situations.
- Ability to work evenings and weekends.
- Ability to perform the physical demands of the position, including working outdoors in all weather conditions and traversing uneven terrain.
- Proficiency with Microsoft Office Suite and other related software applications.
- Valid Ontario Class "G" Driver's Licence in good standing.
- Satisfactory Criminal Record Check.
- Legally entitled to work in Canada.

Additional Qualifications Required for a Municipal Law Enforcement Officer II

- Three (3) to five (5) years of progressive municipal law enforcement or regulatory compliance experience.
- Demonstrated experience conducting complex investigations involving Property Standards, Zoning, Site Alteration, business licensing, or related regulatory matters.
- Certification as a Municipal Law Enforcement Officer (MLEOA) and Certified Property Standards Officer (OAPSO), or the ability to obtain both certifications within a specified timeframe.
- Advanced knowledge of Municipal by-law enforcement, administrative law principles, and applicable Provincial legislation.
- Experience preparing Orders, legal documentation, and evidence for hearings and court proceedings.
- Strong report writing, presentation, and stakeholder engagement skills.
- Proven ability to manage complex enforcement files independently and exercise sound professional judgement.
- Commitment to exceptional customer service, professionalism, and continuous learning.

What we offer

- Municipal Law Enforcement Officer I Salary: \$63,079 to \$78,746 – Code 8 of the 2026 Inside Collective Agreement.
- Municipal Law Enforcement Officer II Salary: \$82,663 to \$94,949 – Code 12 of the 2026 Inside Collective Agreement.
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.
- Hours of work: 35 hours per week

Additional Information

A satisfactory criminal record check 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 **November 5, 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.