



Municipal Law Enforcement Officer (Job # 2023-045-IE)

Department:	Office of the CAO
Status:	Permanent, Full Time
Date Posted:	March 29, 2023
Date Closing:	April 9, 2023, 4:30 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	35 hours per week
Salary:	\$71,394.67 - \$86,862.53 per year

Position Purpose:

Reporting to the Manager, Municipal Law Enforcement and Animal Services, this position is responsible for enforcing the Town's by-laws; conducting site inspections and gathering evidence; responding to general inquiries and dealing with complaints; maintaining and organizing inspection reports; issuing tickets, preparing summons and court briefs and attending court; carrying out ongoing patrols and surveillance of the Town; undertaking various research projects; writing reports; and other duties as assigned.

Qualifications and Requirements:

- College diploma/certificate in law enforcement or equivalent; Municipal Law Enforcement Officer certification is an asset.
- Minimum of two (2) to three (3) years of municipal law enforcement or related experience.
- Knowledge of Property Standards, Ontario Evidence Act, Provincial Offences Act, Municipal Act and other related Federal and Provincial Legislation.
- Knowledge of enforcement and courtroom procedures for prosecutions.
- Experience with animal control functions and services an asset.
- Strong public relations, customer service and communications skills; initiative and demonstrated ability to maintain high professional standards.
- Effective organizational, time management and research skills with attention to detail.
- Excellent interpersonal skills, with the ability to build collaborative working relationships with all municipal staff, elected officials, residents, businesses, dignitaries, other government/agencies.
- Computer literacy utilizing Microsoft Office (Word, Excel, and PowerPoint) and property management software.
- Hold or intention to acquire valid First Aid and CPR certificates.
- Class G Driver's License in good standing and reliable vehicle to use on corporate business.
- Ability to work shifts including evenings, weekends, and on statutory holidays.
- Ability to work overtime as assigned.

How to apply:

Please forward your resume in confidence by **April 9, 2023, at 4:30 p.m.**, identifying **Job # 2023-045-IE** in the subject line to hr@townofws.ca.

Committed to diversity and a barrier-free environment: Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce

reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.