



Municipal Law Enforcement Officer II

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. We are a vibrant, thriving community that possess a sense of pride and where community spirit prevails. Our town is committed to being a complete and healthy community where there are opportunities for everyone to contribute and to benefit. We are looking for two (2) highly motivated professionals to contribute to the Enforcement division of the Corporate Services Department.

Reporting to the Manager of Enforcement, this position enforces Municipal by-laws by identifying and investigating alleged municipal by-law offences.

Duties and Responsibilities

- Inspects properties, vehicles and buildings to ensure conformance with various by-laws including Property Standards, Clean Yards, Zoning, Licensing, Signs, Noise, Littering and Animal Control.
- Responds to inquiries and provides dispute resolution between property owners or landlords and tenants.
- Initiates prosecution under the procedures set out in Provincial Offences Act when voluntary compliance is not possible. Swears information and serves summonses.
- Attends Provincial Offences Court and gives evidence under oath based on investigations of by-law contraventions.
- Issues Part I and II Offence notices and tickets, swears Part III information before Justice of the Peace and serves summons on defendants.
- Provides enforcement of Traffic Regulation by-law by issuing certificates of parking infractions, maintains updated record of infractions and attends Provincial Offences Court to provide evidence.
- Assist in the apprehension and transportation of animals when required.

Key Competencies and Qualifications

- Candidates will have a degree or a diploma related to law enforcement and/or equivalent experience and training.
- Certified Property Standards Officer (C.P.S.O.) and/or Municipal Law Enforcement Officer (MLEO(c)).
- Experience enforcing and applying by-laws and/or provincial federal statutes, obtaining evidence, using judgment, dealing with the public, and providing evidence in court.
- Knowledge of by-laws, applicable provincial and federal statutes and regulations, rules of evidence, property rights, Freedom of Information and Privacy legislation, Municipal Act, etc;
- Detailed knowledge of the Town's geography and surrounding area, structures and roads; awareness of the public, local events and occurrences and potential hazards and risks.
- Excellent interpersonal skills, judgment to exercise proper and full authority but in a judicious service-oriented manner; the ability to diffuse hostile members of the public and possess strong conflict resolution skills.
- Candidates must be able to promote a culture of inclusiveness and work with a diverse population of employees, participants, agencies and the public.
- Must be available to work varied shifts, including days, nights, evenings, weekends, holidays and participate in an emergency on - call rotation.
- Valid Ontario class G driver's licence in good standing.
- Required to submit a satisfactory Vulnerable Sector Screening upon hire.

The position offers a salary range of \$64,934 to \$81,165 (2023 rates) based on a 35-hour workweek plus a competitive benefit package and an option for flexible work arrangements.

To explore these challenging opportunities further, we invite qualified applicants to forward their resume and covering letter in confidence, quoting file number **2023-ML05** by June 7, 2023 via email to hr@townofbwg.com.

Town of Bradford West Gwillimbury, Human Resources Department
125 Simcoe Road, P.O. Box 160, Bradford, Ontario L3Z 2A8
Fax: 905 775-8633

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.