



Internal/External Job Posting
Municipal Law Enforcement Officer
Competition #2024-30

The Town of Penetanguishene is a picturesque bilingual community with a population of approximately 10,000, located on the southerly tip of beautiful Georgian Bay. This position provides excellent and professional customer service over the phone, in writing, and in person which includes answering by-law-related inquiries or directing the person to the appropriate staff member or department. The position enforces municipal by-laws and related legislation, provides advice and assistance to Town staff, Council, and Advisory Committees, represents the Town in various appointments and legal proceedings, and assists with the preparation of the Capital and Operating budgets for the By-law Division.

Duties include but are not limited to:

- Enforcement of Municipal By-laws and applicable Provincial – receives complaints, conducts investigations and surveillance, explanation, mediation, penalty, issues Notices/Warnings to obtain compliance.
- Customer Service and Administrative duties– provides customer services to the public and staff on the regulations of a municipal by-law, enforcement procedure and practice, prepares memos, correspondence, filing, data entry.
- Conducts research, drafts new or amending by-laws and presents/attends Council meetings.
- Preparation of supervision of third-party contracts (e.g. Animal Control, Property Maintenance, contractor hired).
- Prepares budget for By-law division.
- Community Patrol – performs daily patrols including by vehicle, walking parks/downtown, etc., addresses by-law violations reactively and proactively through education, warnings, notice of violations, part I and part II tickets.
- Court/Other Enforcement – prepares Crown Briefs and requests for disclosure and represents the Municipality in court proceedings under the general direction of the Municipal Prosecutor.
- Departmental duties such as mail and bank deposits.
- Assist other departments at special events.
- Other Duties as assigned.

Required Qualifications:

- College Diploma in Law Enforcement, Municipal Law Enforcement Officer Course 1, or equivalent combination of education and working experience in the municipal by-law or law enforcement field.
- Drivers License
- Minimum of two (2) years of experience as a Municipal Law Enforcement Officer or related.
- Working knowledge of the Municipal Act, Provincial Offences Act, Building Code Act (Property Standards), Weed Control Act, Planning Act and Zoning By-law and other regulations is essential.
- Bilingual in both official languages (French and English) would be considered an asset.

Compensation: The current pay for this position is \$35.52 - \$41.54 per hour, based on a 35-hour workweek. The Town offers a competitive benefits and pension package. This position is unionized with CUPE 2380.08.

Interested individuals are asked to forward their resume and cover letter no later than **4:30 p.m. on September 23, 2024** to the Human Resources Department by email hr@penetanguishene.ca.

The Town of Penetanguishene is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Town's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information collected will only be used for candidate selection.