



## Summer By-Law Enforcement Officers (2)

Temporary Summer Role, April to August 2025

Competition #2025-05

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. Working under the direction of the Municipal Law Enforcement Officer, this position will respond to requests for by-law enforcement services for the Town of Penetanguishene to ensure compliance with municipal by-laws and related legislation. The successful candidate will also provide advice and assistance to Town staff and the general public on by-law enforcement related matters. Perform inspections in relation to municipal licensing, as required.

### Duties include but are not limited to:

- Ensure proper and consistent enforcement and compliance with Town By-Laws including the Traffic/Parking By-Law, Animal Control By-Law, Clean-Yard By-Law and more.
- Responds to written complaints regarding by-law infractions and public inquiries on By-Law matters.
- Gathers evidence and prepares registered letters with compliance notices and obtains by-law compliance.
- Provide excellent customer service in person, over the phone and through email communications.

### Required qualifications:

- Currently enrolled or recently completed Police Studies, Criminology, Law or a related discipline.
- Valid Ontario G2 Driver's License with the ability to provide a Clean Drivers Abstract upon hire.
- Excellent communication skills in order to communicate clearly and tactfully, verbally and in writing.
- Strong interpersonal skills in order to deal with all levels of Town staff, the business community and the public.
- Good time management skills, punctual and responsible.
- Working knowledge of Microsoft Office Suite.
- Working knowledge of the Municipal Act, Provincial Offences Act and other regulations.
- Current certification in Standard First Aid and CPR Level C, would be an asset
- Bilingual in French and English is an asset.

**Compensation:** The rate of pay for this position is \$24.94 per hour plus 4% vacation pay, based on a 35-hour workweek. This is a temporary summer position that will run from April to August. This position requires the employee to work various shifts including days, evenings and weekend. This position involves indoor and outdoor work in various weather conditions. The successful candidates must supply their own CSA approved safety boots.

Interested individuals are asked to forward their resume and cover letter no later than **4:30 p.m. on February 27, 2025** to the Human Resources Department by email [hr@penetanguishene.ca](mailto: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.