



## MUNICIPAL LAW ENFORCEMENT OFFICER II

**Posted: Monday, December 10, 2018**

**Job Number: E-18-33**

**Job Type: Part-time Permanent, Non-Union**

**Closing Date: Tuesday, January 1, 2019**

### The Opportunity

The Legislative and Court Services Department is comprised of three branches; Legislative Services (which includes Council Secretariat, Corporate Mail and Print Services, Vital Statistics and Access and Privacy Services), Court Services (which is responsible for the administration of justice within two court service areas in compliance with the Provincial Offences Act, the Memorandum of Understanding and Inter-municipal Service Agreements) and Enforcement Services which is responsible for administering and enforcing several municipal by-laws including but not limited to regulations related to the parking of vehicles, pet controls, property maintenance, business licensing, and sign placement).

Under the general guidance and direction of the Supervisor of Enforcement Services, the Municipal Law Enforcement Officer II (PT) position enforces by-laws pertaining to parking and a variety of other City matters such as nuisances, parks use, smoking, lawn watering and fireworks. Specifically, this position patrols City streets to identify parking violations and investigates potential violations of other municipal by-laws. This position prepares and issues/serves notices or charging documents under the provisions of the Provincial Offences Act or By-laws, when required. This position also receives and responds to complaints regarding potential by-law violations which involves carrying out inspections of property, premises, and/or vehicles, as required, conducting interviews with members of the public, experts and other individuals in relation to potential violations of municipal by-laws. Overall, this position plays an integral role in protecting the health, safety, order and comfort of residents and visitors of the City of Barrie by ensuring compliance with the City's by-law provisions.

### Our Culture and Qualifications of the Job

#### Corporate Culture

- Your workplace values align with our corporate values of *Strive, Share and Care* and you want to join us in providing exceptional services and programs to build a prosperous, growing and sustainable community

#### Education (degree/diploma/certifications)

- Two (2) year College Diploma in Law Enforcement, Police Foundations or related discipline

#### Experience

- One (1) year of cumulative part-time experience or six (6) months of full-time experience performing duties related to the above mentioned major responsibilities

#### Knowledge/Skill/Ability

- Demonstrated ability to maintain a high standard of public relations at all times
- Demonstrated ability to perform in a manner which is consistent with corporate goals, vision, mission, and values

- Demonstrated ability to maintain up to date and current knowledge various legislation, regulations and industry best practices
- Demonstrated ability to stand, sit and/or walk for extended periods of time
- Intermediate written and verbal communication, time management, and problem solving skills
- Basic computer literacy utilizing Microsoft Office Suite (Outlook, Excel, Word)

### Conditions of Employment

- Valid Ontario Class “G” Driver’s Licence in good standing with a reliable vehicle for use on corporate business

## Other Important Information

**Location:** Enforcement Services Office, 45 Cedar Point Drive in Barrie

**Hours:** The normal hours of work are up to and including 24 hours per week with a varying schedule (days, evenings, and weekends) to support business demand. The successful applicant may be required to respond to call-outs during off-hours including nights and weekends.

**Wage:** This is a Non-Union Part-time position with a 2018 pay range of \$28.37 per hour to \$33.98 per hour

**Benefits:** An add-on equal to 4% of the hourly rate will be added to the employee’s wages in lieu of employer-paid non-statutory benefits.

## The Application Process

Please submit your resume electronically by quoting file # **E-18-33 Municipal Law Enforcement Officer II (PPT)** in the subject line (*MS Word or pdf format only*) to email [Human.ResourcesJobs@barrie.ca](mailto:Human.ResourcesJobs@barrie.ca) by Tuesday, January 1, 2019.

Don’t meet the credentials as outlined but have years of directly related experience? Please see the City’s [Education Equivalency Procedure](#) to determine if you may qualify for equivalency. Further information is available at [www.barrie.ca/JobOpps](http://www.barrie.ca/JobOpps).

- Position Equivalency Code: C

Please note that verification of educational credentials will be required at the interview stage of the selection process.

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*The City of Barrie is an equal opportunity employer and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process.*

*Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) for the purpose of candidate selection.*

*The job posting has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this job title. It may not contain a comprehensive inventory of all duties and responsibilities required of employees to do this job. For full position details, please request a copy of the Job Description by emailing [Human.ResourcesJobs@barrie.ca](mailto:Human.ResourcesJobs@barrie.ca)*

*We thank all applicants and advise that only those selected for an interview will be contacted.*