



Municipal Law Enforcement Officer (Contract)
Corporate Services Department

Position Summary

The Corporate Services Department, Town Clerk's division is accepting applications for a contract Municipal Law Enforcement Officer until December 31, 2019. Reporting to the Manager, Licensing & Enforcement, this position is responsible for the enforcement and administration of all municipal and regulatory by-laws including but not limited to the Town's property standards, business licensing, animal control and parking by-laws. The Municipal Law Enforcement Officer works closely with other municipal departments, the police and various provincial agencies.

This position will be required to work shift work and variable hours including days, evenings, weekends and holidays.

Major Job Responsibilities

- Responds to and documents all public inquiries and complaints with respect to the enforcement and administration of all municipal by laws, regulations and procedures
- Conducts vehicle and foot patrols for on/off street parking violations and park patrols
- Investigates and identifies by-law infractions and issues Part 1, Part 2 and Part 3 penalty notices
- Prepares compliance documentation for violations including notices, orders and reports
- Coordinates towing of unauthorized vehicles in accordance with Halton Regional Police and Tow Policies
- Obtains necessary documentation and prepares court files for by-law violations
- Attends court, tribunal hearings and presents evidence regarding municipal enforcement matters
- Provides assistance and information regarding general parking regulations and animal licensing
- Creates, opens and updates electronic investigation files
- Serves notices stating specific defects to property owners/occupants and advises on remedial measures required to comply with the Town legislation
- Patrols and responds to complaints and requests for enforcement of parking prohibitions throughout the Town of Milton, including Regional Roads and private properties
- Provides parking enforcement during various special events in accordance with staff/organizers coordinating the events
- Provides backup coverage to Animal Services Officers which includes responding, handling and transporting injured, stray, sick or dangerous domestic animals
- Conducts kennel inspections and prepares reports regarding the requirements contained in the Town's business licensing by-laws
- Researches and assists with drafting of new by-laws, legislation and procedures
- Assists with conducting noise testing and with special project work as assigned

Education and Experience

- Post-secondary education in Police Studies/Foundations, Law & Security, Justice & Administration or related field
- Post-secondary/degree in Animal Care or Veterinary Technician is preferred
- Minimum of two (2) years of experience related to municipal law, parking and animal control
- Experience interpreting by-laws and provincial legislation pertaining to municipal law enforcement and licensing
- Certified Municipal Law Enforcement Officer (MLEO) designation
- Completion of Level 1 of the Ontario Association of Property Standards Officers certification and willingness and ability to obtain the certification within 3 years
- Able to perform activities relating to moving animals or objects weighing up to 100 lbs
- Proven ability to resolve disputes in a manner that supports a high level of customer service
- Thorough knowledge of Provincial Offences Act, municipal by-laws, enforcement processes and court procedures
- Proficient in Windows based software as well as AMANDA and parking control software
- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a Criminal Records Check and submit a Canadian Police Clearance Certificate
- A valid Ontario Driver's License Class G with a driving record that demonstrates responsible/safe driving behavior and a drivers abstract that shows less than 4 demerit points is required

Salary Range: \$74,108 - \$92,634

Interested applicants should apply online at www.milton.ca under the Careers section by **11:59pm on October 21, 2018**.

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.