



Employment Opportunity

Municipal Law Enforcement Officer (permanent, full-time)

We are currently seeking a highly motivated and energetic individual to join our Building/ Bylaw Department as a Municipal Law Enforcement Officer (MLEO). Reporting to the Chief Building Official, the MLEO is responsible for the implementation of municipal bylaws, and other applicable laws, programs and initiatives, through education and awareness, and when required, the issuance of warnings, violation notices and penalties. The MLEO conducts investigations and inspections, assists in the preparation of related evidence for court, assists in or prepares crown prosecution briefs, issues offence notices under the Provincial Offences Act (i.e. parking tickets), and conducts enforcement patrols.

The MLEO responds to complaints in a professional and timely manner and works to achieve voluntary compliance whenever possible, interacting with all contacts in a courteous, friendly and efficient manner, while maintaining confidentiality, discretion and tact, to promote a high standard of customer service and public relations at all times.

This is a permanent, full-time, union position, based on thirty-five (35) hours per week, and may include days, evenings, weekends and Statutory Holidays as required. The current rate of pay is \$30.33/hour, as per the CUPE Collective Agreement, Schedule A. Earnings will be subject to Union dues.

Minimum Qualifications:

- A two (2) year college diploma in law enforcement, or equivalent is required.
- Municipal Law Enforcement Officer Certification as set out by the Municipal Law Enforcement Officers' Association, or equivalent, is required, or willingness to obtain.
- Minimum two (2) years' recent experience as a Municipal Law Enforcement Officer is required and within a municipal environment is preferred.
- Thorough understanding of Municipal by-laws, Provincial Offences Act, and their enforcement; understanding of legal wording, by-laws and agreements; and the Occupational Health and Safety Act is required.
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel), and presentation (MS PowerPoint) software.
- Strong time management and organizational skills.
- Ability to communicate and interact effectively and courteously with all levels of staff and contacts in a Customer Service focused environment; build cooperative, collaborative working relationships with internal and external customers.
- Ability to act in a professional manner and maintain confidentiality, discretion and tact at all times and may be required to use diplomacy in resolving difficult situations.
- Possession of and ability to maintain a valid "G" Driver's Licence.

Preferred Qualifications:

- Experience in court litigation proceeding and the preparation and giving of evidence is preferred.
- Familiarity with Property and GIS software, as it pertains to a municipal environment, is preferred.
- Certification as a Property Standards Officer is an asset.

This position involves office work as well as field/on-site inspections that require physical demands outside of normal office working conditions. Travel is required and work can be performed outdoors.

Prior to the final selection for this position, the candidate shall be required to provide, at their own expense, a Background Check from the Ontario Provincial Police or appropriate Police Force and Driver's Abstract.

For a complete list of requirements and accountabilities for this position, please email Human Resources at hr@mindenhills.ca, or call 705-286-1260 ext. 513.

How to Apply:

Qualified applicants are invited to submit a cover letter and a detailed resume of education and experience by **12:00 noon, March 26, 2025**. The Township may begin the process of reviewing and selecting applicants for an interview at any time during this recruitment period.

By mail or in-person:

Municipal Law Enforcement Officer
Township of Minden Hills
7 Milne St, PO Box 359
Minden, ON
K0M 2K0

By Email:

To the attention of: Shannon Prentice, Human Resources Coordinator at hr@mindenhills.ca

We thank all who apply for this position; however, only those selected for an interview will be contacted. The Township of Minden Hills is an equal opportunity employer. If you require accommodation options to ensure full and equal access during the recruitment process, please contact our **Human Resources Department**. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, the information gathered will be used solely for the purpose of job selection.