



Municipal Law Enforcement Officer (9 month Contract) **Corporate Services Department**

Position Summary

The Corporate Services Department, Legislative & Legal Services Division is accepting applications for one (1) nine (9) month contract part-time Municipal Law Enforcement Officer.

Reporting to the Supervisor, 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 Saturdays and Sundays and occasional variable weekday shifts.

Major Job Responsibilities

- Investigates and identifies by-law infractions
- Creates, opens and updates electronic investigation files
- Provides assistance and information regarding general parking regulations, animal licensing, patrols and enforcement
- Works closely with other municipal departments and Halton Regional Police Service, Burlington Animal Shelter and Milton Fire Department
- Prepares compliance documentation for violations including notices, orders and investigative reports
- Serves notices stating specific defects to property owners/occupants and advises or remedial measures required to comply with the Town legislation
- Researches and assists with drafting of new by-laws, legislation and procedures
- Obtains necessary documentation for prosecution and prepares court files for by-law violations
- Investigates and identifies by-law infractions and issues Part 1, Part 2 and Part 3 penalty notices
- Prepares court files, attends court, tribunal hearings and presents evidence regarding violations of all municipal by-laws and acts
- Attends court, tribunal hearings and presents evidence regarding municipal enforcement matters
- Patrols and responds to complaints and requests for enforcement of parking prohibitions throughout the Town of Milton, including Regional Roads and private properties
- Conducts vehicle and foot patrols for on/off street parking violations and park patrols
- Coordinates towing of unauthorized vehicles in accordance with Halton Regional Police and Town Policies
- Patrols assigned areas, responds to, and documents all inquiries and complaints from the public, law enforcement agencies
- Coordinates towing of unauthorized vehicles in accordance with Halton Regional Police and Town Policies
- Provides backup coverage to Animal Control 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
- Handles and transports sick, injured, dangerous or deceased domestic animals in a safe and humane manner to shelters or veterinarians for impounding, treatment, or rabies investigation
- Provides parking enforcement during various special events in accordance with staff/organizers coordinating the events
- 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

Hourly Range: \$36.87 - \$46.09. Will work up to 20 hours per week.

Interested applicants should apply online at www.milton.ca under the Careers section by **11:59 pm on May 13, 2021**.

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.