



**The Corporation of the Township of Tiny
Seasonal Positions
Spring/Summer 2021**

The Township of Tiny is accepting applications until **12:00 noon, Friday, February 26, 2021**, from summer students interested in the following positions:

**Municipal Law Enforcement Shift Supervisor
Municipal Law Enforcement Officer
Municipal Law Enforcement Administrative Assistant
Office Clerk (Treasury Department)
Office Clerk (Clerk's Department)
Planning Student
Building Student
Roads and Parks Maintenance, Public Works
Water Department Co-op (4 and 8 month)**

**Recreation Administrative Assistant
Summer Day Camp Supervisor
Summer Day Camp Assistant Supervisor
Recreation Program Leader
Event Programmer
Environmental Steward
Park Ambassador
Waterfront Lifeguard
Waterfront Aquatics Instructor**

These are seasonal positions and a valid class "G" or "G2" driver's license is required except for the positions of Waterfront Lifeguard and Aquatics Instructor. A driver's abstract will be required. A valid lifeguard certificate is required for the Waterfront Lifeguard but also an asset for all Summer Day Camp positions. A current CPR/First Aid Certificate is mandatory for all Municipal Law Enforcement positions, Day Camp positions, Recreation Assistant and Water Department Co-op. High Five Principles of Healthy Childhood Development Certification is mandatory for all Day Camp positions, Recreation Assistant and the Aquatics Instructor. Accounting and office clerical experience is an asset for the position of Office Clerk (Treasury Department). Enrollment in a Planning post-secondary program is required for the position of Planning Student. Enrollment in a Building, Architectural or Engineering post-secondary program is required for the position of Building Student.

For complete position details, including necessary qualifications and hourly wage rate, please visit www.tiny.ca/employment.

Applicants should submit a detailed resume containing education background, past employment, references and work related skills, experience or training. Preference will be given to students currently enrolled in either Secondary or Post-Secondary School and intending to return to school. Submitted applications should **clearly identify the position being applied for** and should be forwarded to:

Human Resources
The Township of Tiny
130 Balm Beach Road West
Tiny, ON L0L 2J0
Fax: 705-526-2372
Email: humanresources@tiny.ca

Applications that do not clearly identify the position(s) being applied for will not be considered.

Given the unprecedented impact of the COVID-19 pandemic, Township of Tiny summer programs/services may be altered, postponed or cancelled due to health and emergency protocols which may impact summer employment opportunities.

We thank all those who apply but only those applicants selected for an interview will be contacted.

The Corporation of the Township of Tiny is committed to a barrier-free recruitment and selection process. Please inform us should an accommodation be required at any point in the recruitment process. Information received relating to accommodation needs of applicants will be addressed confidentially.



Position Description

Job Title:	Municipal Law Enforcement Officer Shift Supervisor
Reports To:	Chief Municipal Law Enforcement Officer Municipal Law Enforcement Officer (Supervisor)
Subordinate Positions:	Municipal Law Enforcement Officer (Seasonal)
Employment Duration:	April to September 40 Hours/Week (2 positions available)
Wage:	Range - \$21.59 to \$27.79 per hour (pending 2021 Budget approval)

Position Summary:

The Municipal Law Enforcement Officer (Shift Supervisor) is responsible for the enforcement of all Township By-laws in accordance with Council policies and to supervise seasonal MLEO staff.

Responsibilities:

- Patrols the Township and investigates all alleged breaches of Township by-laws.
- Determines and implements appropriate corrective action, such as laying charges, when municipal law infractions are identified.
- Prepares necessary documentation and processes charges laid according to law.
- Tasks on a daily shift include:
 - Parking (educate, tickets, reports);
 - Record and follow up on complaints received;
 - Beach walks (i.e., BBQ, dogs, other violations that by-law has no authority, contact OPP);
 - Issue Provincial Offence Notices (attach required evidence, prepare documents for court, attend court);
 - Bike Patrol of Township on weekends (patrol, educate, charges, notes);
 - Lock washrooms at 8pm on weekends;
 - Sign Patrol (remove, dispose of, issue warnings, charges);
 - Watering Patrol (educate, charges);
 - Various public relations events and officer functions;
 - Office duties (complete daily reports, sync tablets, alarm building, dog tag renewal, enter fire permits);
 - Parking Machine Maintenance (Empty coin from machine, fill paper, roll and count coin).
- Performs other related duties as assigned.

- The MLEO (Shift Supervisor) duties listed below are in addition to that of the "Full-time MLEO seasonal staff":
 - Keeps the Chief MLEO & MLEO (Supervisor) apprised of all relevant issues/concerns.
 - Conducts shift briefings and debriefings, prioritizes response to complaints, ensures complainant call backs are completed, reviews notebooks and reports for consistency and accuracy and monitors staff in the field.
 - Investigates Clean Yards and Property Standards complaints and takes appropriate corrective action.
 - Receives and approves Special Occasion Parking Permits.
 - Acts in the capacity of First Attendance Officer, as required.

Qualifications:

- Experience in supervising staff and conducting meetings with staff;
- Excellent public relations & communication skills;
- Education in a college or university law enforcement related program;
- Knowledge and understanding of the Municipal Act & Provincial Offences Act;
- Municipal Law Enforcement experience would be an asset;
- A valid Class "G" or "G2" driver's licence with an excellent driving record;
- Valid First Aid and CPR certification.

Working Conditions:

- Activities are split 70% between outside work and 30% office work.
- Meeting with public in adverse conditions to rectify concerns.
- General office working conditions.
- Occasionally exposed to verbal abuse encountered from residents regarding a complaint both in person and during calls.

Health and Safety:

Required to work in compliance with the Ontario Health and Safety Act and regulations and all related Township policies and procedures.



Position Description

Job Title:	Municipal Law Enforcement Officer
Reports To:	Chief Municipal Law Enforcement Officer Municipal Law Enforcement Officer (Supervisor & Shift Supervisor)
Subordinate Positions:	None
Employment Duration:	May to September Full-Time - 40 Hours/Week Part-Time - 24 Hours/Week
Wage:	Range - \$17.63 to \$22.68 per hour (pending 2021 Budget Approval)

Position Summary:

The Municipal Law Enforcement Officer is responsible for the enforcement of all Township by-laws in accordance with Council policies.

Responsibilities:

- Patrols the Township and investigates all alleged breaches of Township by-laws.
- Determines and implements appropriate corrective action, such as laying charges, when municipal law infractions are identified.
Prepares necessary documentation and processes charges laid according to law.
- Tasks on a daily shift include:
 - Parking (educate, tickets, reports);
 - Record and follow up on complaints received;
 - Beach walks (i.e., BBQ, dogs, other violations that by-law has no authority, contact OPP);
 - Issue Provincial Offence Notices (attach required evidence, prepare documents for court, attend court);
 - Bike Patrol of Township on weekends (patrol, educate, charges, notes);
 - Lock washrooms at 8pm on weekends;
 - Sign Patrol (remove, dispose of, issue warnings, charges);
 - Watering Patrol (educate, charges);
 - Various public relations events and officer functions;
 - Office duties (complete daily reports, sync tablets, alarm building, dog tag renewal, enter fire permits);
 - Parking Machine Maintenance (Empty coin from machine, fill paper, roll and count coin).
- Performs other related duties as assigned.

Qualifications:

- Excellent public relations & communication skills;
- Education in a college or university law enforcement related program;
- Knowledge and understanding of the Municipal Act & Provincial Offences Act;
- Municipal Law Enforcement experience would be an asset;
- A valid Class "G" or "G2" driver's licence with an excellent driving record;
- Valid First Aid and CPR certification.

Working Conditions:

- Activities are split 80% between outside work and 20% office work.
- Meeting with public in adverse conditions to rectify concerns.
- General office working conditions.
- Occasionally exposed to verbal abuse encountered from residents regarding a complaint both in person and during calls.

Health and Safety

Required to work in compliance with the Ontario Health and Safety Act and regulations and all related Township policies and procedures.

Date: February 1, 2021



Position Description

Job Title:	Municipal Law Enforcement Officer (First Attendance Officer/Administrative Assistant)
Reports To:	Chief Municipal Law Enforcement Officer Municipal Law Enforcement Officer (Supervisor)
Subordinate Positions:	None
Employment Duration:	April-September (Shift Work - 37hrs/Week) – 2 Positions (Rotating Weekends (work two weekends; off two weekends))
Wage:	Range - \$17.63 to \$22.68 per hour (pending 2021 Budget Approval)

Position Summary:

Under the supervision of the Chief Municipal Law Enforcement this position performs the administrative and receptionist duties for the Municipal Law Enforcement Department.

Responsibilities:

- Performs clerical duties related to the Municipal Law Enforcement Department.
- Provides customer service and clerical support to the Municipal Law Enforcement Department as follows:
 - Prepares memos, reports, letters and various other documents.
 - Files correspondence, documents, reports, etc.
 - Responsible for inputting Certificate Parking Infraction Notices, issuance of Notice of Impending Conviction letters (NOC), drafting unpaid Certificate Requested Conviction Reports (CRC) to the court.
 - Reviews and responds to above notifications.
 - Processes parking tickets, fire permits, dog tags.
- Acts as receptionist to the general public, responds to inquiries and requests, answers telephone, returns calls, takes messages, re-routes calls and visitors when necessary.
- Receives and documents complaints and dispatches officers to investigate occurrences as directed by Municipal Law Enforcement Officer or Chief Municipal Law Enforcement Officer.
- Acts in the capacity as First Attendance Officer as a contact at the Township office to review Parking Infraction Notice disputes. If matter cannot be settled complete trial paperwork.
- Deal with matters of a confidential nature i.e., complaints, parking infractions etc.
- Handle/count parking revenue and complete necessary forms and reports.
- Patrols the Township and investigates all alleged breaches of Township by-laws.
- Tasks on a Weekend shift include:
 - Parking (educate, tickets, reports);

- Record and follow up on complaints received;
 - Beach walks (i.e., BBQ, dogs, other violations that by-law has no authority, contact OPP);
 - Issue Provincial Offence Notices (attach required evidence, prepare documents for court, attend court);
 - Bike Patrol of Township on weekends (patrol, educate, charges, notes);
 - Sign Patrol (remove, dispose of, issue warnings, charges);
 - Watering Patrol (educate, charges);
 - Various public relations events and officer functions;
 - Office duties (complete daily reports, sync tablets, alarm building, dog tag renewal, enter fire permits).
- Performs other related duties as may be assigned by the Chief Municipal Law Enforcement Officer.

Qualifications:

- Experience in supervising staff and conducting meetings with staff;
- Excellent public relations & communication skills;
- Education in a college or university law enforcement related program;
- Knowledge and understanding of the Municipal Act & Provincial Offences Act;
- Municipal Law Enforcement experience would be an asset;
- A valid Class "G" or "G2" driver's licence with an excellent driving record;
- Valid First Aid and CPR certification.

Working Conditions:

- Activities are split 80% between office work and 20% outside work.
- Meeting with public in adverse conditions to rectify concerns.
- General office working conditions.
- Occasionally exposed to verbal abuse encountered from residents regarding a complaint both in person and during calls.

Health and Safety:

Required to work in compliance with the Ontario Health and Safety Act and regulations and all related Township policies and procedures.

Date: February 1, 2021