



Job Posting: #2024-34

Job Title: Seasonal Municipal Enforcement Officer

Department: Municipal Enforcement

Reports To: Manager, Municipal Enforcement

Status: Seasonal

Duration: July 2, 2024, until September 2, 2024

Hours per Week: 32 - 40 hours

Rate of Pay: \$20.09 - \$24.40

Number of Positions: 1

Application Due Date: June 20, 2024

Position Summary

This position will be responsible for municipal enforcement, providing patrols at Memorial Park and Campground, Meaford Harbour, and municipal parks, and parking control. The role also provides support with domesticated animal control activities. As directed, responding to inquiries and complaints while providing superior customer service.

Role Specific Duties and Responsibilities

1. Undertake visible patrols throughout the Municipality as directed by the Manager, Municipal Enforcement, within our Municipal parks including but not limited to Memorial Park and Campground and Meaford Harbour.
2. Enforce the parking control bylaw, paid parking, and the boat launch area.
3. Assist with domesticated animal control activities, including responding to dogs-at-large complaints and transport to the municipal pound facility, if required.
4. Use reasonable judgment and discretion in issuing compliance letters or notices for infractions to the applicable laws.
5. Responsible for issuing Part II charges for a parking violation.
6. Responsible for detailed note taking and recording and identifying infractions.
7. Collect, document, and provide evidence to enable a fair and reasonable decision to be made regarding the legality of issuing charges for non-compliance.
8. Assist and/or perform, as required, the input of ticket information into the parking ticket system, complete general administrative duties and tracking of all occurrences.
9. Maintain confidentiality related to all actions, records and discussions undertaken while carrying out all the duties associated with this the role.
10. Respond to enquiries from members of the public by providing information, assistance and direction regarding municipal by-laws or applicable laws, as requested.

General Duties and Accountabilities

1. Always provide and maintain a high degree of confidentiality and security of information.
2. Work in compliance with the Occupational Health and Safety Act, and other applicable legislation, department policies/procedures/practices, operational guidelines, and

perform safe work practices.

3. Perform other duties as assigned in accordance with department and corporate objectives.

Education, Skills and Experience

1. OSSGD plus enrolment or completion of Police Foundations, Law and Security, Criminology, or Municipal Law Enforcement.
2. Excellent interpersonal, communication, public relations, and conflict resolution skills.
3. Ability to work independently and to exercise tact and diplomacy.
4. Working knowledge of applicable legislation and enforcement procedures is an asset.
5. Basic level knowledge of Microsoft Windows and Office applications.
6. Valid Ontario Class 'G' Driver's Licence in good standing and operate a peddle bicycle.

Physical Demands and Working Conditions

- Physical demand requires operation of a motor vehicle, operation of a peddle bicycle, standing and walking. Working conditions vary between a standard office environment and the outdoor environment with exposure to inclement weather conditions, with the potential for public criticism.
- Work hours are 30- 40hours per week, including evenings, weekends and holidays.
- Availability or provision for 'on-call' response which requires carrying an on-call phone (24/7) as scheduled, to answer emergency calls/emails through our call center. Only responding to after-hours animal control calls between dawn to dusk (i.e. 8am – 8pm) on a rotating, shared basis.

Contacts and Interactions

- Communicates regularly with Municipal staff, local businesses, residents and visitors.

Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume **in a pdf format** quoting Job #2024-34 by June 20, 2024, to:

jobs@meaford.ca to the attention of Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca.