

**Job Posting #:** 50  
**Job Title:** **Municipal Law Enforcement Officer III**  
Department: Development Services  
Reports To: Manager, Municipal Enforcement  
Directly Supervises: N/A  
Status: Full Time Permanent  
Hours per Week: 35  
Salary: \$67,935.86 - \$82,576.22  
**Application Due Date: Posted Until Filled**

### Position Summary

Reporting to the Manager, Municipal Enforcement, the Municipal Law Enforcement Officer III is responsible for investigating and enforcing alleged contraventions of Municipal By-laws, conducting site inspections and gathering evidence, responding to general inquiries and dealing with complaints with respect to Municipal By-laws and other Provincial Statutes and Regulations enforced by the By-law division, carrying out proactive patrols of the Municipality, writing reports and assisting with various research assignments/projects. This role is also responsible for performing various administrative duties in support of the By-law division, including drafting complex letters for enforcement, assisting with presentations, processing FOI and disclosure requests, data entry, by-law communication support and representing the Municipality of Meaford at public consultation, presentations, open houses, and face-to-face interactions with the public, applicable agencies, and stakeholders. The main duties and responsibilities of the position are in the areas of: investigation, inspection and enforcement; division administration; animal control enforcement; parking enforcement; and, other by-law unit functions.

### Role Specific Duties and Responsibilities

#### **Responsibilities:**

#### **Investigation, Inspection, and Enforcement (50%)**

1. Receive and respond to alleged contraventions of various Municipal By-laws and Provincial Statutes & Regulations enforced by the By-law unit.
2. Investigate potential violations of various By-laws and Provincial Statutes in accordance with applicable legislation and Division policies and procedures. (Statutes such as: Ontario Building Code, Planning Act, Municipal Act, Dog Owner's Liability Act, Trespass to Property Act, etc.)
3. Enforce various By-laws spanning a variety of disciplines including property standards, zoning, fences, signs, animal control, licensing, noise, fireworks, pool enclosures, etc. for which the By-law unit is responsible in an effort to maintain a high living standard within the community.

4. Identify and respond to by-law and provincial offence contraventions on a reactive basis in accordance with the Standard Operating Guideline through the Municipal Enforcement Service Matrix (BESM).
5. Identify and respond to contraventions on a proactive basis while traveling within the municipality and through active patrols in accordance with the Standard Operating Guideline through BESM.
6. Participate in joint inspections and investigations with internal staff (e.g., Fire, Building, Engineering, etc.) and external agencies (e.g. OPP, Animal Welfare, Health Unit, County of Grey, GSCA, MECP, NEC and other municipalities
7. Conduct detailed inspections of a variety of property types, with regard for potentially hazardous conditions or individuals, to confirm compliance with municipal bylaws, a direction or order of the municipality and/or a condition of a license issued.
8. Prepare and issue warnings/notices/orders (verbal or written).
9. Seek compliance through negotiation and mediation and where compliance is not forthcoming, lay appropriate charges after carrying out a full investigation, collect appropriate evidence including witness statements, in accordance with authorizing legislation, and prepare necessary documentation to facilitate a prosecution.
10. Prepare and issue information and summonses and organize the delivery of out-of-Town summonses.
11. Prepare other legal documents, including statements, affidavits, and notices of motion.
12. Give testimony in court and to the Property Standards Committee as required.
13. Arrange for contractors to perform remedial work as authorized through Municipal and Provincial Legislation and in accordance with Division policies and procedures.

### **Division Administration (15%)**

1. Prepare, retain, retrieve, and maintain data and records concerning investigation, inspection, and enforcement activities in a clear and concise manner consistent with the requirements of pertinent legislation, regulations and by-laws and within the Municipality and Division policies and procedures, including all data in written or electronic format.
2. Provide frequent guidance and information of a functional or technical nature for other staff, often requiring considerable interpretation and judgment regarding by-law regulations.

3. Provide technical information to staff regarding possible solutions to problems and share knowledge with staff in area of specialized training.
4. Act as a knowledge resource to manager in order to provide the most current technical data on how certain problems are being handled.
5. Respond to enquiries and provide frequent guidance and information of a functional or technical nature for property owners, tenants, complainants and concerned citizens of by-law regulations, often requiring considerable interpretation and judgment.
6. Deal with all contacts in a courteous, efficient, and professional manner to promote a high standard of public relations at all times.
7. Assist with the Manager's approval.
8. Create purchase order requisitions, assist with monitoring budget as required and coordinate your corporate credit card reports/reconciliation as required;
9. Assist with input and maintenance of division schedule for bylaw staff (MLEOs and Seasonal MLEOs)
10. Assist to develop, implement, and evaluate by-laws and units procedures.
11. Maintain and update database (i.e., Firepro, Cloud permit, etc.) and manual information filing systems as required, ensure unit compliance with record retention requirements and Municipal Freedom of Information and Protection of Privacy Act;
12. Assist to review and analyze Municipal by-laws to ensure practices reflect current standards, legislative requirements, and program deliverables and assist the Manager's approval.

### **Animal Control Enforcement (15%)**

1. Assist in all activities relating to animal licensing, including maintaining database.
2. Assist the operations of the animal license program, ensuring processes are functioning and data is tracked appropriately with MLEO II.
3. Enforce by-laws related to the responsible pet ownership by-law, leashing animals, feces pick-up, barking, etc.
4. Conduct investigations and court proceedings in accordance with the Dog Owners Liability Act (DOLA) and the control, containment and transport of a potentially dangerous dog.
5. Preserve public health and safety by removing vicious, diseased or dead animals (domestic) from municipal property, highways and private lands.
6. Authorize the euthanization of animals as may be recommended/required.

7. Capture, contain, and transport dog(s) (cats as may be required in special circumstances) found running at large or at the request of the OPP, to the shelter or veterinarian. Isolate dangerous/diseased animals for observation.
8. Assist Police, Fire, EMS, PAWS cruelty investigators and local Veterinarians as required.
9. Patrol Municipal parks and trails to enforce compliance of the animal control by-law.
10. Required to participate in rotational "On Call" shifts covering 24 hours per day, 365 days per year to provide bylaw related response to emergency calls.

### **Other By-Law Unit Functions (10%)**

1. Maintain sound knowledge of legislation, regulations, current industry practices, corporate policies and procedures, applicable and case law, etc. relating to the by-law enforcement field.
2. Assist with the preparation and delivery of public education and customer service materials to encourage the public to voluntarily comply with the municipal regulations; ability to attend community meetings, neighbourhood association meetings, public forums, etc. to interact with the public, answer enquiries and/or present information
3. Maintain effective and co-operative liaison and exchange information with other staff, municipalities, government agencies and other organizations; make referrals to other departments and agencies to investigate possible contraventions; attend meetings of approved professional associations as a representative of the By-law division as required
4. Assist Manager with the review of division administrative and service delivery processes with a view to providing performance indicator data, streamlining/updating practices and fostering excellence in customer service
5. Assist in the review and analysis of new and draft by-law amendments and provide comments/feedback when required
6. Participate as a member of the division, providing input on department/corporate planning, strategic initiatives and performance improvements
7. Always maintain cleanliness of vehicles and equipment and report any known issues/concerns to Manger immediately.
8. At the request of Manager or Director, prepare reports and deliver presentations to Council/Committee, and/or other groups, including Senior Leadership Team.

9. Support the Crossing Guard program by conducting field inspections to assess the performance of Crossing Guards and to monitor adherence to procedures and uniform requirements, assisting to organize and participate in conducting orientation and training programs for new and existing Crossing Guard staff, and performing Crossing Guard duties when required
10. Provide supervision when necessary and ongoing mentorship to junior and seasonal staff, providing input on various bylaw matters and guiding actions toward division standards as expectations.

### **Parking and Patrol (Park Warden Duties (10%):**

1. Issue parking infractions outside of the 2-hour parking zone (e.g., Fire Routes, Accessible Parking, School Zones, Parks, etc.).
2. Input ticket information into the parking ticket system.
3. Provide assistance with the parking administrative duties as required.
4. Performs patrol duties as required, including park warden duties throughout the summer months during day, evenings and weekends monitoring our Municipal parks and facilities for the enforcement of municipal by-laws Trespass Act and issues charges where necessary.

### **General Duties and Accountabilities (All Municipal Roles)**

1. Provides and maintains a high degree of confidentiality and security of information at all times.
2. Work in compliance with the Highway Traffic Act, Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes, and departmental policies/procedures/practices and operational guidelines. Ensure that all necessary personal protective equipment (e.g. safety boots, hard hat, reflective vest, gloves, hearing protection, eye protection, etc.) is used and are maintained in good condition.
3. Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.

### **Required Certifications and/or Health and Safety Requirements**

1. Valid Class "G" Driver's License and a Driver's Abstract in good standing. Ability and willingness to travel within the community and out of town as required.

First aid and CPR/AED Level C certificate (or willing to obtain).

### Education, Skills and Experience

1. Degree in Community and Criminal Justice or Criminology or Diploma in Police Foundations or Law & Security.
2. Municipal Law Enforcement Officer Certifications MLEO-C and Certified Property Standards Officer (CPSO) or in process of certification.
3. Minimum three (3) years' experience in by-law administration and/or enforcement environment.
4. Thorough working knowledge of the Provincial Offences Act, Planning Act, Building Code Act, Highway Traffic Act, Municipal Act, Dog Owners' Liability Act, Fire Protection and Prevention Act, Ontario Heritage Act, Evidence Act, Occupational Health and Safety Act, Municipal Freedom of Information & Protection of Privacy Act, related regulations, and inspection and enforcement practices
5. Working knowledge of pertinent sections of the Building Code Act, including building construction techniques and materials
6. Demonstrated ability to interpret data, identify problems and make recommendations for process improvements, conduct research, prepare reports, and deliver presentations, think and act strategically in a political and community service environment, develop, promote and maintain effective and collaborative liaison with staff, external agencies, government agencies, the general public, suppliers, consultants, contractors and other stakeholders, maintain a high standards of public relations at all times, lead and inspire innovation and the adoption of best practices, and align Division services with departmental and corporate goals/objectives
7. Excellent interpersonal, customer service, project management, organizational, analytical, written and oral communication, prioritization, problem solving, teamwork, staff leadership and supervisory skills
8. Computer literacy utilizing Microsoft Office Suite (Excel, Outlook, PowerPoint, Word), Microsoft Project, Microsoft Visio, Adobe Professional, GIS software, database software, records management software and inspection tracking software
9. Availability to work a variety of shifts (afternoon, evenings, weekends, and statutory holidays), and to be on-call and respond to after-hours questions, concerns, and/or emergencies for animal control matters
10. Physically able to carry out the duties of the position including the climbing of stairs and ladders and the walking over rough terrain
11. Demonstrated ability to read building plans with respect to structural systems, plumbing systems, heating systems and lot grading
12. Availability to accommodate deadlines, meeting attendance and/or peak period

workloads that may extend beyond the normal workday or may occur on evenings/weekends, as may be required

12. Valid Class 'G' Driver's Licence in good standing and a current Driver's Abstract with results satisfactory to the Employer. Ability and willingness to travel within the community as required.

Possess Criminal Record & Judicial Matters Check (Level 2) with results satisfactory to the Employer, and a valid standard first aid and CPR/AED Level "C" certificate (or willing to obtain).

### Physical Demands and Working Conditions

- **Physical Effort:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- Physical demands require no undue fatigue regarding sitting, standing, or walking. Daily tasks may include operating a computer, visiting sites, meetings, training, concentrated attention to detail during report review, analysis of various information and computer work. Individual must operate office equipment such as computers, copiers, and scanners.
- Normal hours of work are thirty-five (35) hours per week, usually Monday through Friday, 8:30 a.m. to 4:30 p.m. with a one (1) hour unpaid meal break. Flexibility in scheduling is necessary to as there will be the requirement for evening and weekend shifts, scheduled on-call rotation including the need to respond to carry a cell phone, respond to urgent matters, or attend to functions outside of normal work hours, and/or work overtime as needed.
- **Physical Environment:** Working conditions vary from a normal office environment to exposure to inclement weather conditions. May attend areas under construction, uneven ground, unsafe buildings and large properties. May be exposed to dust, dirt, vehicle fumes, heat, cold, interruptions, noise, mould spores within marijuana grow locations, bed bugs, fleas, cockroaches and other insects.
- **Sensory Attention:** Visual concentration and repetitive keyboarding tasks. Ability to coordinate hands and eyes rapidly and accurately when using equipment. Periods of continual visual concentration and must be able to distinguish numbers and characters on an electronic screen. Vision abilities required include close vision, colour vision and ability to adjust focus. Requires the ability to prepare and read a variety of reports, technical documents, letters/correspondence, etc. The ability to communicate

effectively including explaining processes instructions and speaking before groups of people.

- **Stress:** Limited mental stress, in normal situations with various pressures where the seriousness of the outcome will range from limited to uncertain. Some exposure to disgruntled members of the public. Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with difficult or emergency situations.

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## Contacts and Interactions

- Incumbent communicates regularly with municipal staff, contractors, suppliers, consultants, government agencies, regulatory bodies, stakeholders, and members of the public.

## Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job #50:

[jobs@meaford.ca](mailto:jobs@meaford.ca)

Attention: 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](mailto:jobs@meaford.ca).