Job Posting:	**#2025 - 40**
Job Title:	**Coordinator, Compliance Officer (MLEO I)**
Department:	Municipal Enforcement
Reports To:	Manager, Municipal Enforcement
Directly Supervises:	N/A
Status:	Full Time Permanent
Hours per Week:	35
Salary:	$56,583.07 - $68,779.62 (under review)
Application Due Date:	**December 8,2025**

Position Summary

Reporting to the Manager of Municipal Enforcement, the Coordinator Compliance Officer MLEO I is responsible for providing dispatching responsibilities within the municipal enforcement division, ensuring compliance with local ordinances, responding to calls for public safety, coordinating permits and licenses, supporting court hearings, and providing assistance with parking and animal control. This position requires a balance of administrative work, dispatching duties, regulatory enforcement, and legal support.

Role Specific Duties and Responsibilities

Administrative Responsibilities (35%)

1. Provide administrative support to the Manager, Municipal Enforcement, division and various departments within the Municipality, including managing records, drafting reports, and handling correspondence.
2. Maintain detailed and accurate documentation related to compliance, dispatch, permits, and licensing activities.
3. Assist in scheduling meetings, hearings, and other municipal events.
4. Respond to public inquiries regarding compliance regulations, permit processes, and municipal ordinances.
5. Working within spheres of jurisdiction, classifies and prioritizes occurrences based on the service level criteria founded on levels of priority and levels of risk as defined within the municipal enforcement matrix.
6. Support the division in the area of records management, including promoting records management best practices and supporting the Manager, Municipal Enforcement related to Freedom of Information requests.
7. Always maintain cleanliness of vehicles and equipment and report any known issues/concerns to Manger immediately.

Dispatching and Responding to Calls (25%)

1. Receive and prioritize emergency and non-emergency calls from the public, ensuring quick and accurate dispatch of resources such as law enforcement, public works, or animal control.
2. Monitor radio communications and provide ongoing coordination and support to dispatched units, ensuring that all municipal protocols are followed.
3. Maintain up-to-date logs of dispatch activities and prepare necessary reports for follow-up actions.
4. Communicate clearly and professionally with first responders, municipal officials, and the public during dispatch operations.

Permits and Licensing (20%)

1. Assist the Manager, Municipal Enforcement with the coordinator of municipal permits and licenses, including reviewing, processing, and the issuance, ensuring applicants meet all local, and federal regulatory requirements.
2. Educate businesses and residents on the requirements for obtaining permits and licenses and assist them through the application process.
3. Monitor compliance with issued permits and licenses, conducting periodic inspections or coordinating enforcement actions when necessary.
4. Maintain a database of active permits and licenses and track renewals or expirations.

Hearing and Court Support (10%)

1. Prepare documentation, case files, and evidence for administrative hearings or court proceedings related to municipal code enforcement.
2. Attend hearings or court sessions as required, providing assistance and documentation to ensure compliance with legal protocols.
3. Manage and safeguard sensitive and confidential information in accordance with municipal regulations.

Animal Control Support (5%)

1. Assist in the oversight of the operations of the animal license program, ensuring processes are functioning and data is tracked appropriately.
2. Assist in the enforcement of municipal animal control ordinances, responding to public complaints and coordinating with municipal officers.
3. Handle inquiries from the public regarding stray animals, animal welfare, and compliance with municipal animal control laws.
4. Assist in the maintenance of records relating to animal control activities and coordinate with local shelters and veterinary services as necessary.

5. Promote public safety while ensuring the humane treatment of animals.

Other, including Parking Enforcement and Patrol (5%)

1. Undertake Patrols assigned on a regular basis to monitor compliance with the Municipality's parking control by-laws and identify infractions and issue Parking Infraction Notices, as applicable.
2. Perform patrol duties as required seasonally, including park warden duties, monitor municipal parks and facilities for the enforcement of municipal by-laws and applicable Provincial Statutes and issue charges where permitted.
3. When required, entering infraction notices, preparing the required Notices/Certificates, (NIC's/CRC's) and other required documentation.
4. When required, assist in preparation of Crown Briefs, attends and presents evidence in Court.
5. Perform the duties of crossing guard, as assigned to ensure adequate coverage.

General Duties and Accountabilities

1. Provide a high standard of customer service while responding to inquiries and resolving complaints from the public and staff.
2. Provide and maintain a high degree of confidentiality and security of information at all times.
3. Maintain excellent written notes and files, ensuring occurrence files are kept up-to-date and accurate.
4. Contribute to work unit goals/objectives; looks for daily opportunities to highlight the connection between service unit/corporate goals and day-to-day activities.
5. Clearly, concisely and actively communicates in a timely manner using effective communication tools and approaches.
6. Participate fully in a team environment which fosters and develops effective working relationships and high performance; supports the performance management process, including the creation of development plans to build own core competencies and personal effectiveness.
7. Work within the unit and across the organization to support a learning culture within the Municipality and one that embraces change, innovation, new trends and industry developments.
8. 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.
9. Perform other duties as may be assigned in accordance with department and 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.
2. First aid and CPR/AED Level C certificate (or willing to obtain).

Education, Skills and Experience

1. Post-secondary education in law enforcement, law and security, animal control, or police foundations and/or training through the Municipal Law Enforcement Association or Ontario Association of Property Standards Officers.
2. Possess or willing to obtain MLEO I certification and Animal Control certification.
3. Minimum of 1-2 years of experience in a compliance role, dispatching, or municipal administration. Prior experience in permits, licensing, or legal support is advantageous.
4. Strong interpersonal, analytical, organizational, and time management skills.
5. Excellent written and verbal communication skills.
6. Ability to work under pressure and handle emergency situations calmly and effectively.
7. Knowledge of applicable legislation and processes related to municipal enforcement and investigation.
8. Thorough working knowledge of Microsoft Windows and Office applications, and experience with enforcement database systems.

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.

Daily tasks may include operating a computer, visiting sites, attending meetings and training, concentrating on detail during report review, analysis of various information and computer work. Individuals must operate office equipment such as computers, copiers, and scanners (90%). Light physical effort while driving (sitting), moderate physical effort including standing and walking. Occasional

requirement to lift, push, pull, or carry objects up to twenty (20) kilograms for short periods of time (10%).

Normal administration hours of work are thirty-five (35) hours per week, usually Monday through Friday, with a one (1) hour or half (1/2) unpaid meal break, as approved by Manager. Flexibility in scheduling is necessary as there may be the occasional requirement to attend functions outside of normal work hours, change shifts to work evenings or weekends to accommodate high volume periods or for after-hours customer service initiatives, or to work extra hours as needed.

Physical Environment: Work is conducted in a standard office environment (80%). Work involves travelling to other Municipal buildings or off-site locations, meetings and training held in meeting rooms or conference rooms (10%) and work within vehicle to working outside (10%).

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 the ability to adjust focus (70%). Requires the ability to prepare and read letters/correspondence, etc. The ability to communicate effectively, including explaining processes and instructions and speaking before groups of people (30%).

Stress: Some stress, in normal situations as a subject matter expert with limited pressure where the seriousness of the outcome is limited. Exposure to public criticism (written and verbal), safety regulations and public scrutiny. 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.

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 by December 8, 2025, directly to the Municipality quoting Job # 2025-40:

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.