



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

**Job Title:** Regular Full-Time Operations Coordinator, Municipal Law Enforcement Services

**Posting Number:** 004993

**Department:** Community Operations Services Department

**Branch:** Law Enforcement & Licensing

**Location:** Consolidated Operations Depot

**Posting Start Date:** 2024/08/29

**Posting End Date:** 2024/09/15 by 4:30pm

**Employment Group:** Exempt

**Salary Grade:** P-\$104,581 - \$123,037 per annum

**Standard Weekly Hours of Work:** 36.25

**Shift Work Required:** Yes

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### **Job Description**

The Operations Coordinator, Municipal Law Enforcement Services ("Coordinator") is a highly responsible people leader that is motivated and able to apply critical thinking to problem solve in a rapidly changing daily working environment.

### **Responsibilities:**

- Providing leadership, supervision, direction and guidance to Municipal Law Enforcement (MLE) staff
- Developing and fostering a culture of high performance, innovation, collaboration, exceptional customer service, and accountability rooted in the Corporate Values of Authenticity, Courage and Trust
- Leading and managing the delivery of Municipal Law Enforcement Services (MLE) in both, office and dynamic in-field (out of office) environments
- Coordinating, planning and overseeing day to day field operations, enforcement functions and special projects relating to, Licensing, Parking, Animal Control, Property, Zoning and Safety related matters
- Recruiting, hiring, training, coaching, supervising, disciplining, scheduling, performance monitoring and workload measurement
- Investigating and providing guidance on high risk/priority and politically sensitive enforcement files

- Enforcing by-laws approved by City of Oshawa Council, and other legislation as referred to MLE as a result of requests/direction from other government bodies such as the Region of Durham and Province of Ontario
- Developing and overseeing continuous improvement projects
- Carrying out all functions of a Municipal Law Enforcement Officer
- Ensuring that Municipal Law Enforcement Services is highly functional, responsible, effective and efficient in the delivery of exceptional customer service related to public education, awareness and enforcement

**Requirements:**

- Completion of a four (4) year Degree in legal or business related studies (ex. Criminology, Justice Studies, Business/Office Administration or Public Administration), or equivalent combination of formal education and experience in the management of enforcement personnel
- Practical experience (interpreting, analyzing, researching) in Municipal Law Enforcement and Licensing, including Property related by-laws such as Zoning, Property Standards, Licensing, Registration, Lot Maintenance, Noise and Nuisance is required
- Practical experience in all Animal Control functions, handling domestic animals and wildlife
- Practical experience in Parking and Traffic by-law enforcement
- Practical managerial experience is required
- Skill development and memberships in MLEOA and OAPSO
- Excellent organizational skills and demonstrated level of research and report and business writing expertise
- Knowledge of information systems and database applications with an advanced level of proficiency in Microsoft Office Suite (Word, Outlook, Excel, Power Point, Project) and Business Intelligence Software, Adobe Acrobat, and having an excellent comprehension of the use of computers and standard software is essential
- Demonstrated leadership and team building experience
- Demonstrated level of political acuity
- Demonstrated level of analytical, critical and strategic thinking capability, and problem solving skills
- Must have excellent communication and customer service skills

**The Coordinator is required to work independently and in an inclusive high performing team setting. Hours of Operation will be scheduled so as to cover the hours of operation involving Municipal Law Enforcement Officers which includes days, evenings and weekends.**

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters check and an employment medical.

**Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.**

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Apply online at: <https://oshawa.jobs.net/en-CA/search>

All applicants are encouraged to provide a valid email address for communication purposes. Please ensure that you check your email regularly to receive any correspondence.

*The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)*

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.*

*The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*