



Job Title: Municipal Law Enforcement Officer III (Field Enforcement Officer)

Competition Number: DEV-85-22	Department: Development & Emergency Services
Posting Category: Open	Division: Licensing & Enforcement
Job Type: Full-Time	Affiliation: CUPE Local 87
Site:	Location: CA-ON-Thunder Bay
Min: CAD \$2,044.38/Bi-Wk.	Max: CAD \$2,504.59/Bi-Wk.
Pay Band: 10 (to be rated)	Number of Positions: 1
Effective Date: January 1, 2022	Supersedes Date: April 9, 2010
Posted Date: July 15, 2022	Post End Date: August 8, 2022

General Information:

As an equal opportunity employer, the City of Thunder Bay encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups and women.

ONTARIO HUMAN RIGHTS CODE: It is a contravention of the Human Rights Code of Ontario to discriminate on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted to the City must not include references to any of the above characteristics. Do not include:

- Photos
- Any certificates that have photo identification
- Driver's licences
- Police records checks

Note: The above documentation will be requested by the Human Resources & Division should you be the successful applicant. If a Criminal Record Check is required it will be requested by Human Resources should you be the successful applicant. Please do not submit your Criminal Record Check with your application.

ACCOMMODATION: Reasonable accommodations are available upon request for all parts of the recruitment process.

PRIVACY: Personal information on this form is collected under the authority of the Municipal Act, c. 302, as amended, and will be used to determine eligibility for employment. Questions about this collection of personal information should be directed to the Human Resources & Corporate Safety Division, 125 Syndicate Ave Suite 42, Thunder Bay, Ontario, P7E 6H8, Telephone: 625-3866

Application forms must reference the competition number and be submitted to Human Resources by 11:59 p.m. on the closing date.

POSITION SUMMARY: Under the general supervision of the Supervisor – Municipal Enforcement Services, carries out the duties related to the application and enforcement of all Municipal by-laws including parking, traffic and animal control, along with all Provincial statutes applicable to municipalities, except those actions set out for property standards officers, under section 15.1 of the Building Code Act, as directed.

MAJOR RESPONSIBILITIES:

1. Patrols and proactively observes and actions possible infractions; responds to all calls-for service and determines appropriate action. Assists MLEO I (Cadet) and MLEO II (Compliance Officer) where court action results, or where appropriate and required.
2. Assists MLEO IV Coach Officers in licensing and/or property standards occurrences, without issuing section 15.1 orders as a Property Standards Officer, under the Building Code Act.

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3. Prepares, serves and issues all Provincial Offences Act authorized documents, including but not limited to: laying charges under Parts I & III, or Parking Infraction Notices under Part II, along with all by-law related letters, notices, or other documents, authorized by the Municipal Act, Planning Act, Building Code Act and other Provincial legislation, including Administrative Monetary Penalty notices.
4. Properly completes required affidavits for documents and other processes, and retains evidence required for court in conformance with Ontario Evidence Act and established standards.
5. Collects and safeguards evidence, and prepares evidence required for the courts, including providing complete disclosure requests.
6. Attends court, hearings and trials, and gives evidence under oath related to the prosecution of offences, or hearings matters, as required.
7. Completes and maintains Officer notebook to professional standards in line with Divisional procedures, as directed.
8. Arranges for required work to be completed by third-party contractors to ensure mandatory compliance with orders, notices and/or other work authorizations; attends work sites where required, and ensures contractors comply with applicable contract and perform required duties; provides assistance to other MLEO's with on-site support.
9. Acts as project lead or participant in organized enforcement activities involving multiple officers that targets enforcement/compliance, public education/awareness goals and objectives.
10. Liaises with and assists external MLEO's, Police, Fire, EMS, Thunder Bay District Health Unit, community and civic inspection agencies, government agencies, and related regulatory groups, as directed
11. Compiles and maintains both electronic and paper records as directed, including but not limited to inspection files, records, databases, and other departmental forms or logs, including notebooks, as required.
12. Assists other MLEO's to accomplish their core assignments & tasks, and acts as back-up support in urgent situations.
13. Assists Coach Officers, as required.
14. Performs such other related duties as may be assigned.

QUALIFICATIONS:

Education/Experience:

- Diploma in law enforcement or a related field and successful completion of MLEO Foundations training or equivalent; and
- Two years' experience as a designated MLEO with municipal parking or animal handling experience; or
- Three years' experience as an MLEO II (Compliance Officer)

Skills/Abilities:

- Must have the ability to interpret and correctly apply by-laws, government legislation, municipal policies & guidelines, and other operational policies, procedures, guidelines & directives
- Must be able to communicate effectively and concisely, both orally and in writing, and use and maintain Officer notebooks to the professional standards in line with Divisional procedures
- Ability to work independently and as part of a team
- Ability to resolve issues/conflicts
- Ability to deal with the public in a courteous and tactful manner
- Must have a working knowledge of the Occupational Health and Safety Act as it applies to this work
- Must be at a basic skill level in word processing and spreadsheet software
- Must possess and maintain a valid Class "G" Ontario Drivers Licence, or equivalent
- Must meet the definition of a competent driver as defined by the Corporation

CONDITIONS OF EMPLOYMENT:

- Must remain a competent driver as defined by the Corporation
- Must be physically capable of performing the essential duties of the job class
- May be required to provide a successful driver's record (uncertified)
- Must participate and successfully complete all designated training and skills development opportunities, as required by the Corporation
- Must undergo a successful Criminal Record and Judicial Matters Check (CRJMC)
- Will be required to work shifts, including evenings, weekends & statutory holidays