



**Job Title:** Municipal Law Enforcement Officer I (Cadet)

<b>Competition Number:</b> DEV-86-22	<b>Department:</b> Development & Emergency Services
<b>Posting Category:</b> Open	<b>Division:</b> Licensing & Enforcement
<b>Job Type:</b> Part-Time	<b>Affiliation:</b> CUPE Local 87
<b>Site:</b>	<b>Location:</b> CA-ON-Thunder Bay
<b>Min:</b> CAD \$22.9168/Hr.	<b>Max:</b> CAD \$28.0168/Hr.
<b>Pay Band:</b> 6 (interim rating)	<b>Number of Positions:</b> Several
<b>Effective Date:</b> January 1, 2022	<b>Supersedes Date:</b> New
<b>Posted Date:</b> July 15, 2022	<b>Post End Date:</b> 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, provides direct assistance and support to MLEO II (Compliance Officer), while also assisting all other MLEO's in accomplishing their respective compliance/enforcement objectives. Performs parking enforcement activities on an as needed basis. Assists in the delivery of service of required documents such as notices, orders and summonses, and participates in special project blitzes to obtain greater compliance within the City of Thunder Bay.

**MAJOR RESPONSIBILITIES:**

1. Assists MLEO II (Compliance Officer) in obtaining compliance with all municipal by-laws, or other authorizing legislation, by patrolling, observing or responding to complaints, as directed.
2. Assists the primary responder for all animal control calls-for-service and related investigations, including dog bites, running-at-large, impounding stray dogs and other animal compliance issues.
3. Follows established animal handling best practices, protocols and directives for all animal related calls.

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4. Observes, documents and assists in investigation of non-compliance of municipal by-laws or statutes; assists in performing on-site inspections regarding complaints.
5. When directed, assists all MLEOs in primary compliance activities when received from Dispatch Clerk and/or Supervisor; confirms infractions, and in consultation with the Supervisor, assists in the most appropriate response, including education, warnings and/or referral for further enforcement action.
6. Supports parking enforcement needs from time to time to ensure greater compliance.
7. Assists other MLEOs in duties, such as blitz/surveys, public education activities and clean-up supervision, and the application and enforcement of all municipal by-laws, including parking/traffic and Provincial statutes applicable to municipalities.
8. As a Provincial Offences Officer, with direction from the Supervisor and following established procedures required by statute, prepares and issues Parking Infraction Notices or Administrative Monetary Penalty notices; assists or delivers Provincial Offences Act/Dog Owners Liability Act related documents; assists all other Officers in the delivery/service of 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.
9. Executes service of all documents on behalf of Municipal Enforcement Services, including summons, notices, letters or other communications, as directed; properly completes required affidavits for documents and other processes.
10. Properly collects, safeguards and retains evidence required for court in conformance with Ontario Evidence Act and established standards.
11. Assists in preparing evidence required for Court. When required or directed, attends court, hearings, trials, or similar, and gives evidence under oath.
12. Completes and maintains Officer notebook to professional standards in line with Divisional procedures, as directed.
13. Provides back-up for administrative support, and other duties as assigned.
14. Maintains and competently operates animal capture/control equipment.
15. Performs such other related duties as may be assigned.

#### **QUALIFICATIONS:**

##### **Education/Experience:**

- Diploma in law enforcement or police studies from a recognized community college, together with successful MLEO Foundations Training; or
- Secondary school graduation, together with one year as a designated MLEO and MLEO Foundations Training; or
- Secondary school graduation, together with three years full time previous municipal parking enforcement experience and MLEO Foundations Training ; or
- Secondary school graduation, together with three years full time experience in enforcement in a position with Provincial Offences Officer designation together with MLEO Foundations Training; or
- Secondary school graduation, together with five years of field experience as a licensed security guard and demonstrated experience (giving evidence in Court, issuing Parking Infraction Notices, Provincial Offences Notices, or other tickets/notices, laying Part III Informations, completing investigations and maintaining Officer notebook).

##### **Skills/Abilities:**

- Must be capable of dealing with the public in a tactful and courteous manner
- Must be at a basic skill level in word processing and spreadsheet software
- Ability to record and present verbal and written information in a clear, concise, and timely manner, 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 interpret and apply applicable by-laws and legislation, municipal policies/guidelines and other operational directives
- Working knowledge of the Occupational Health and Safety Act as it applies to this work
- 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:**

- Will be required to work shifts, including evenings, weekends and statutory holidays
- Must be physically capable of performing the essential duties of the job class
- Must remain a competent driver as defined by the Corporation
- May be required to provide a successful driver's record (uncertified)
- Must undergo a successful Criminal Record and Judicial Matters Check (CRJMC)
- Must successfully complete the MLEO Foundations training course or its equivalent within 30 days of commencing employment.
- Must participate and successfully complete all designated training and skills development opportunities, as required by the Corporation