

Clarington

If you require this information in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

The Corporation of the Municipality of Clarington Legislative Services Department requires a Full Time Municipal Law Enforcement Coordinator

We are an equal opportunity employer

The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.

We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position should you be selected please contact the Human Resources Division at careers@clarington.net.

Who we are

Clarington is one of eight municipalities in Durham Region. With a population of 105,000 people and growing, Clarington offers residents a blend of city living and rural charm. The corporation is made up of six departments that report through to the Chief Administrative Officer.

The Municipality of Clarington is an equal opportunity employer and a great place to build a career. We value teamwork, diversity and offer an environment where staff can grow and pursue advancement opportunities while making a difference to the community.

What the role entails

Reporting to the Manager of Municipal Law Enforcement (MLE), the Municipal Law Enforcement Coordinator will be responsible for assisting and supporting the Manager in the day-to-day operation of the MLE Division.

Responsibilities

The following responsibilities and duties of this position includes but is not limited to:

- Direct supervision of the MLEO I Officers.
- Providing guidance and direction to all MLE Staff.
- Ensuring implementation and compliance with policies and procedures.
- Monitor on-going quality of work of MLE Staff with prioritization and oversight of dispatch duties.
- Coordinates and provides training and orientation to MLE Staff.
- Accompany Officers on field inspections as deemed appropriate.

- Acts as primary appointee for conducting First Attendance Hearings for Parking Infractions.
- Preparing work schedules for MLEO Officers as per the Collective Agreement.
- Completes special projects and assignments.
- Provides input into the Divisional Budget.
- Assists in developing policies and procedures and provide input for improvement of service standards.
- Preparation of reports.
- Addresses public complaints regarding MLE services as may be escalated by MLE Officers and/or Clerical staff.

Qualifications

The successful candidate will possess:

- Graduate of the training systems of the Ontario Police College or other recognized police training facility, the Municipal Law Enforcement Officers Association, or a 2–3-year Diploma in a Community College in the field of Law Enforcement or possess the equivalent education and experience to the satisfaction of the Deputy CAO/Solicitor.
- A minimum of three (3) years complex field experience as an enforcement officer in a municipal setting or other government agency.
- Certified by MLEOA as a Municipal Law Enforcement Officer and by OAPSO as a Property Standards Officer considered an asset.
- Demonstrated knowledge of the standard practices and procedures of the Ontario Court system, the Provincial Offences Act, the Building Code Act, the Municipal Act, and applicable related provincial and federal statutes.
- Proven supervisory and leadership abilities, with excellent organizational and administrative skills.
- Possesses a high level of initiative and personal integrity.
- Proven technical and professional skills in legislative interpretation, investigation techniques and enforcement strategies and compliance actions.
- Superior communication, analytical, problem solving and investigative skills.
- Ability to convey complex information in plain language verbally, in writing, and in one-on-one and group settings with ability to de-escalate confrontational or sensitive situations.
- Demonstrated ability to make sound decisions based on evidence, legislative authority, and experience.
- Proven ability to apply knowledge to determine priorities and to manage time of self and staff effectively.
- Demonstrated customer service approach to deal effectively with external agencies and the general public on sensitive matters.
- Proven commitment and ability to identify business efficiencies.
- Experience with gathering evidence and preparing submissions for POA Court.
- Ability to work evenings and weekends as required and scheduled.
- Legally able to work in Canada.

What we offer you

We offer the following for this position:

- Salary: \$81,139 - \$98,624 Grade 6 of the 2021 Non-affiliated Salary Administration Program, subject to Pay Equity.
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.

Additional information and requirements

Pre-employment testing for this position may include written and oral testing, to assist in determining the successful applicant. A passing score will be considered to be 70% on each test with the highest score considered in the award.

Prior to starting the position, the successful candidate must provide, at their own expense a current (within the last 180 days) satisfactory criminal reference check, from a Canadian Police Information Centre. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

In addition, the successful candidate must also provide proof of Current Automobile Insurance Coverage, a Valid Ontario Driver's License, a current satisfactory Driver's Abstract and proof of post-secondary education and designations.

The Municipality of Clarington requires new employees to be fully vaccinated against COVID-19. Valid exemptions pursuant to the Ontario Human Rights Code will be assessed on a case-by-case basis. If contacted for an employment opportunity and you require accommodation under policy H-37 – Workplace COVID-19 Vaccination, please contact humanresources@clarington.net for additional information. Please note that resumes should not be sent to this email.

How to apply

To view this position and to submit your application online, please visit internalcareers.clarington.net. Applications will be accepted until **Thursday, July 27, 2022, at 4:00 p.m.**

This job competition number is **File # 109-22.**

We thank all applicants for their interest. However, only those under consideration will be contacted.

Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Director of Legislative Services by calling 905-623-3379.