



City of Oshawa, located just a short, 30-minute drive from Toronto, is a progressive city of 152,000 people and is the economic engine of the eastern Greater Toronto Area. Our strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced our quality of life advantage, while maintaining a strong commitment to fiscal restraint.

Municipal Law Enforcement Officer (Full-time and Part-time Opportunities)

Reporting to the Municipal Law Enforcement Operations Coordinator, or designate, this role is responsible for identifying, investigating, interpreting and enforcing by-laws. The successful candidate will assume responsibilities involving specific services within Municipal Law Enforcement.

Responsibilities include:

- Responding to complaints/inquires with regard to enforcement and interpretation of Provincial legislation, City and Regional by-laws, regulations, policies and procedures
- Investigating by-law complaints/infractions, assessing and documenting findings, making decisions and proceeding with enforcement or closure of files
- Patrolling assigned areas on a regular basis on foot, bicycle or vehicle to monitor compliance with Provincial legislation, and City and Regional by-laws
- Issuing offence/infraction/administrative penalty notices and summons as appropriate, preparing detailed and accurate reports of evidence and completing documentation and processes required for court
- Providing coverage in all areas of enforcement including but not limited to Parking, Private Property, Licensing, Rental Housing, Noise/Nuisance, Parks, and Animal Control
- Other duties as assigned

Qualifications:

- Demonstrated knowledge and skills regarding generally accepted practices and procedures normally associated with the completion of a two year diploma/certificate from a recognized Community College in Police Studies/Foundations, Law & Security, Justice & Administration or related discipline
- Two years of related enforcement experience, preferably in a municipal environment; or have the equivalent combination of education and relevant experience
- Excellent interpersonal skills with the ability to develop and maintain effective working relationships
- Ability to communicate courteously, effectively and with tact, both orally and in writing
- Good organizational skills, possess a sense of thoroughness and demonstrated ability to take initiative
- Established computer skills and experience with Microsoft Word, Excel and email
- Good health and fitness. Physically fit with the ability to climb, walk and ride a bicycle over rough ground. Able and willing to work outdoors in all weather conditions
- Shift work is required.

- Willing to obtain yearly rabies pre-exposure vaccination and bi-annual titre check for level of rabies antibodies
- Ability to provide a criminal reference check
- Possession and maintenance of a valid, unrestricted Ontario Driver's License, minimum Class "G", and be able to pass the Corporation's tests for motor vehicle operation
- Certification as Municipal Law Enforcement Officer (MLEO) and Ontario Association of Property Standards Officer (OAPSO) preferred

Interested candidates are invited to provide a resume with covering letter electronically **no later than Friday, August 27, 2010**, at www.oshawa.ca under employment link. Please note hard copies of resumes will not be accepted.

We thank all applicants, but only those to be interviewed will be contacted. Personal information provided is collected under the authority of the Municipal Act.

www.oshawa.ca