

Municipal Law Enforcement Officer I (Job # 2025-039-IE)

Department:	Corporate Services
Status:	Full Time, Temporary (Up to 8 Months)
Date Posted:	March 11, 2025
Date Closing:	March 25, 2025 4:00 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	35 hours per week
Salary:	\$39.4532 - \$48.0008 per hour

WHY Stouffville:

Working for the Town of Stouffville means being a part of a tight-knit workforce, where we foster a sense of belonging. The Town is dedicated to supporting employees by offering competitive wages, opportunity to participate in OMERS pension plan, flexible schedules, complementary gym membership and access to our employee discount program.

We are eager to find a dynamic individual who would like to have a direct and positive impact on the lives of the citizens of Stouffville. If you are looking for an exciting opportunity in a cross functional team, in a flourishing Municipality, this may be the role for you!

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflects the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

Position Purpose:

Reporting to the Supervisor, Municipal Law Enforcement the Municipal Law Enforcement Officer (MLEO) I position is responsible for the application and enforcement of regulatory bylaws of the Municipality including but not limited to Property Standards, Clean Yards, Zoning, Signage and Site Alteration as well as provincial statutes including the Weed Control Act; conducting site inspections and gathering evidence; responding to general inquiries and dealing with complaints; maintaining and organizing inspection reports; issuing tickets, preparing summons and courts briefs and attending court; carrying out ongoing patrols and surveillance of the Municipality; undertaking various research projects; writing reports and other duties as assigned.

Qualifications and Requirements:

- Two-year College Diploma or degree in Law and Security Administration or Police Foundations or related field.
- Municipal Law Enforcement Officer designation is an asset.
- Ontario Association of Property Standards Officers designation is an asset.
- Use of force certification (Collapsible Baton Bite Stick & O/C Spray Dog Repellent) is an asset.
- Excellent listening skills, verbal and written communication skills.
- Experience in parking control or private parking control enforcement.
- Ability to work independently and as part of a team.
- Working knowledge of the Town's By-laws and enabling legislations such as the Municipal Act, Building Code, Planning Act, Ontario Evidence Act, Highway Traffic Act and Charter of Rights and Freedoms.
- Advanced interpersonal skills, with ability to interact effectively with all municipal staff, elected officials, residents, businesses, dignitaries, other government/agencies. Ability to build collaborative working and community relationships, and internal and external alliances.
- Excellent conflict resolution and de-escalation skills.

- Leadership skills and the ability to deal effectively with people in difficult situations.
- Analytical and problem-solving skills, discretion and good judgement when handling confidential/sensitive information and communicating with individuals regarding controversial matters; sensitivity and ability to maintain security of files.
- Effective organizational/coordinating and research skills; ability to prioritize work and to work under pressure to meet deadlines.
- Superior customer service orientation with a focus on ensuring effective services; maintain a positive, professional attitude as well as remaining neutral in all situations.
- Decision making skills.
- Proficiency in Microsoft Office, Outlook, Word, Excel and PowerPoint.
- High degree of accuracy, attention to detail and record keeping skills.
- Ability to deal with physically demanding situations and extreme weather conditions.
- Stress management and time management skills.
- Ability to work shifts including evenings, weekends and statutory holidays
- Ability to work overtime, as assigned
- Valid Ontario Class G driver's license in good standing
- Hold or intention to acquire valid first aid and CPR certificates

How to apply:

Please forward your resume in confidence by **March 25, 2025, at 4:00 p.m.**, identifying **Job # 2025-039-IE** in the subject line to hr@townofws.ca.

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.