



*The City of Barrie is committed to providing excellence in municipal services for the 140,000+ citizens of this vibrant and prosperous community, one of the fastest growing and most beautiful lakefront cities in Ontario.*

## **NOTICE OF VACANCY**

### **MUNICIPAL LAW ENFORCEMENT OFFICER II 2 VACANCIES (Part-time, Non-Union) *Building & By-law Services Department***

**Position Overview:** Enforces various by-laws spanning a variety of disciplines including parking, nuisance enforcement, parks use, smoking, lawn watering, fireworks, etc. for which the By-Law Services Branch is responsible, in an effort to maintain a high standard of living within the community. Investigates potential violations of various by-laws in accordance with applicable legislation and departmental policies and procedures. Seeks compliance through negotiation and mediation and where compliance is not forthcoming, lays appropriate charges after carrying out a full investigation, collecting appropriate evidence including witness statements, in accordance with authorizing legislation, and prepares necessary documentation to facilitate a prosecution.

#### **Major Responsibilities include:**

##### **Parking Enforcement**

- Conducts patrols of City streets and various private properties to identify parking violations. Collects necessary evidence relating to violations. Prepares and issues/serves notices or charging documents under the provisions of the Provincial Offences Act or By-laws, as may be appropriate.
- Where deemed necessary, conducts a vehicle inspection of unlawfully parked vehicles, completes necessary reports, and makes necessary arrangements for towing of unlawfully parked vehicles.

##### **General Enforcement**

- Receives and responds to complaints. Carries out inspections of property, premises, vehicles, etc. Conducts interviews with members of the public, experts and other individuals in relation to potential violations of municipal by-laws, for which officers are responsible

##### **Investigative / Court Duties**

- Interprets various statutes and by-laws, including but not limited to:
  - Provincial Offences Act
  - Municipal Act
  - Highway Traffic Act
  - Ontario Evidence Act
  - Various by-laws including but not limited to traffic by-law; fire route by-law; private property/handicapped parking by-law; parks use by-law; winter control by-law; and various regulatory by-laws including but not limited to by-laws relating to display of fireworks, nuisance activities, lawn watering, street numbering, etc.
- Collects evidence, including physical, photographic, written (witness statements), etc. in accordance Ontario Evidence Act. Prepares charges
- (Part I, Part II, and Part III), Swears documentation before Justice of the Peace, serves Certificate of Offences, Summons, etc. Files necessary documents with Ontario Court of Justice. Prepares Crown Brief for review by Senior MLEO, Supervisor and Prosecutor. Works co-operatively with prosecutor to facilitate successful prosecution.
- Attends court and gives evidence, identifies areas of concern when other authorities/departments have jurisdiction (e.g. Barrie Police Services, Ontario Provincial Police, Alcohol and Gaming Commission of Ontario, OLG, Simcoe Muskoka District Health Unit, Barrie Hydro, Building Services, Barrie Fire and Emergency Services, Planning Services, Finance, etc.). Ensure appropriate referrals and/or communications.
- Maintains accurate and secure records; prepares general reports. Maintains effective, co-operative and professional liaison with other city staff, municipalities, enforcement agencies and other external organizations.
- Assists the Senior MLEO by providing occasional guidance to new full, part time, temporary and casual staff, co-op and summer students, etc. through job shadowing, demonstrating use of technical equipment (hand-held ticket writers, etc.)
- Performs such other related duties as may be assigned, including but not limited to assisting in all phases of municipal elections as may be required.

Applicants must have:

**Key Qualifications:**

**Education** (degree/diploma/certifications)

- Two (2) year College Diploma in Law Enforcement or approved equivalent combination of demonstrated education and experience.
- Class G Driver's Licence, good driving record and a reliable vehicle as required

**Experience**

- Six (6) months closely related experience

**Knowledge/Skill/Ability**

- Computer literacy utilizing Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), etc.
- Ability to communicate, negotiate and mediate clearly

This is a part-time position involving no more than 24 hours per week on average including various shifts (days, evenings, and weekends). The successful applicant may be required to respond to call-outs during off-hours including nights and weekends.

The 2016 pay range is \$20.96/hr to \$28.92/hr.

Should you not meet the key educational qualifications for this position but have extensive directly related work experience, please see the City's [Education Equivalency Procedure](#) to determine if you may qualify for equivalency. For further information, please visit our website at [www.barrie.ca/JobOpp](http://www.barrie.ca/JobOpp).

**Please submit your resume electronically by quoting file #E-16-13 MLEO II (PPT) (MS Word format only; quote file number in subject line), by Monday, May 9, 2016 to:** E-mail [hire.me@barrie.ca](mailto:hire.me@barrie.ca) Human Resources Department, City of Barrie, P.O. Box 400, Barrie, Ontario, L4M 4T5.

The Corporation is seeking a friendly, personable, dedicated, enterprising and results-oriented leader. *The City of Barrie provides a dynamic operating environment and working conditions. We thank all applicants and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act, S.O. 2001, c.25 and will be used to determine employment eligibility. Questions regarding collection should be directed to the Human Resources Department at 705-739-4202.*