



## MUNICIPAL LAW ENFORCEMENT OFFICER II 6 Vacancies (Days/Overnights)

**Posted: Tuesday, September 19, 2017**

**Job Number: T-17-57**

**Job Type: Part time Casual (up to 5 months), Non Union**

**Closing Date: Wednesday, October 4, 2017**

### Choose Barrie

The City of Barrie is a vibrant, progressive and growing community with deep connections to our heritage, to nature and to the opportunities surrounding us.

Our community values quality of life; the ability to play year-round with 300 hectares of park space, our beautiful waterfront, our lively downtown core and the nearby hills, wetlands and forests. We also value connections; to our neighbours and the community, to our road and rail network, and to the opportunity Barrie provides to enjoy life.

Everything Barrie has to offer, from the water we drink to the roads we travel on, has one thing in common - municipal workers. Joining a municipality is one of the most rewarding, engaging and exciting careers you could choose. It is a career you can take pride in knowing that every day you make a positive impact on an entire community. We are one team, with one goal and we all work together to continue making our community great.

### The Opportunity

The Legislative and Court Services Department is comprised of three branches; Legislative Services (which includes Council Secretariat, Corporate Mail and Print Services, Vital Statistics and Access and Privacy Services), Court Services (which is responsible for the administration of justice within two court service areas in compliance with the Provincial Offences Act, the Memorandum of Understanding and Inter-municipal Service Agreements) and Enforcement Services which is responsible for administering and enforcing several municipal by-laws including but not limited to regulations related to the parking of vehicles, pet controls, property maintenance, business licensing, and sign placement). In addition to overseeing these services, key responsibilities include executing the statutory duties of a Municipal Clerk, acting as "Head" under MFIPPA (FOI) legislation, and for conducting municipal elections/by-elections. The City Clerk is the Corporate Secretary appointed statutorily as the persona designate in discharging the duties of corporate office. The actions of the City Clerk in the execution of his/her duties bind the Corporation.

Under the general guidance and direction of the Supervisor of Enforcement Services, the Municipal Law Enforcement Officer II (PT) position enforces by-laws pertaining to parking and a variety of other City matters such as nuisances, parks use, smoking, lawn watering and fireworks. Specifically, this position patrols City streets to identify parking violations and investigates potential violations of other municipal by-laws. Overall, this position plays an integral role in protecting the health, safety, order and comfort of residents and visitors of the City of Barrie by ensuring compliance with the City's by-law provisions.

## Our Culture and Qualifications of the Job

### Corporate Culture

- Your workplace values align with our corporate values of **Strive, Share and Care** and you want to join us in providing exceptional services and programs to build a prosperous, growing and sustainable community

### Education (degree/diploma/certifications)

- Two (2) year College Diploma in Law Enforcement, Police Foundations or related discipline
- Valid Ontario Class “G” Driver’s Licence in good standing with a reliable vehicle for use on corporate business

### Experience

- One (1) year of cumulative part-time experience or six (6) months of full-time experience performing duties related to the above mentioned major responsibilities

### Knowledge/Skill/Ability

- Demonstrated ability to maintain a high standard of public relations at all times
- Demonstrated ability to perform in a manner which is consistent with corporate goals, vision, mission, and values
- Demonstrated ability to maintain up to date and current knowledge various legislation, regulations and industry best practices
- Demonstrated ability to stand, sit and/or walk for extended periods of time
- Intermediate written and verbal communication, time management, and problem solving skills
- Basic computer literacy utilizing Microsoft Office Suite (Outlook, Excel, Word)

## Other Important Information

**Location:** Enforcement Services Office, 45 Cedar Point Drive, Barrie

**Hours:** The normal hours of work are up to and including 24 hours per week with a varying schedule to support business demand (days, evenings, weekends and overnights).

**Wage:** This is a Level 8 position on the Non-Union PT Pay Scale with a 2017 pay range of \$21.27 to \$29.35 per hour.

## The Application Process

Please submit your resume electronically by quoting file # **T-17-57 Municipal Law Enforcement Officer II** in the subject line (*MS Word or pdf format only*) to email [hire.me@barrie.ca](mailto:hire.me@barrie.ca) by Wednesday, October 4, 2017.

Don't meet the credentials as outlined but have years of directly related experience? Please see the City's [Education Equivalency Procedure](#) to determine if you may qualify for equivalency. Further information is available at [www.barrie.ca/JobOpps](http://www.barrie.ca/JobOpps).

- Position Equivalency Code: C

Please note that verification of educational credentials will be required at the interview stage of the selection process.

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*The City of Barrie is an equal opportunity employer and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process.*

*Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) for the purpose of candidate selection.*

*We thank all applicants and advise that only those selected for an interview will be contacted.*