



# Job Posting By-Law Enforcement Officer (Temporary)

**Job Posting #: 2024 – 03**  
**Hourly Rate: \$31.89 - \$37.30**  
**Location: Hamilton Township Office**

The Township of Hamilton is a rural/urban community nestled between Lake Ontario and Rice Lake in Northumberland County, one hour east of Toronto and next door to the Town of Cobourg. With a population of approximately 11,000 residents the Township offers a delightful blend of the Oak Ridges Moraine, active farms, residential subdivisions and estates, historic villages, waterfront, and tourism.

The Township is situated within the traditional territory of the Mississauga Anishinaabeg and Chippewa nations, collectively known as the Williams Treaties First Nations. Our work on these lands respectfully acknowledges their resilience and their longstanding contributions to the area now known as the Township of Hamilton.

All positions in the Corporation of the Township of Hamilton support the Township's vision of making life better everyday by creating a vibrant and sustainable township we are all proud to call home. Employees demonstrate empathy and respect in all interactions, are committed to service excellence.

As part of our mission to provide effective and efficient services to our residents, the Township is now accepting resumes from qualified applicants for the position of **By-Law Enforcement Officer - Temporary**.

## **Main Responsibilities**

### **General Enforcement**

- Assists in the enforcement of the Zoning By-law, Sign By-law, Property Standards By-law, Pool By-law as required.
- Investigate complaints and enquiries regarding contraventions of statutes, regulations, and Municipal By-laws.
- Investigate complaints with tact, impartiality, using sound judgement and respect.
- Patrol the municipality to monitor compliance and conduct proactive enforcement of the Pool Enclosure By-law.
- Maintain continuous visual checks for unauthorized work and contravention to regulations.
- Issue offence/infraction/penalties notices as appropriate.

### **Parking Enforcement**

- Administer and enforce regulatory Municipal By-laws and statues associated with parking services, including but not limited to, Parking By-law, Designated Fire Routes By-law, Provincial Offences Act, Highway Traffic Act.
- Review accessibility permits for correct usage including seizure of same where appropriate.
- Review parking related signage on both public and private property to ensure accuracy and that effective enforcement can be performed.
- Place tow notices on vehicles and arrange for towing and impoundment where necessary.
- Cooperate with other local authorities and officials when jurisdictions overlap.

### **General Duties**

- Deal tactfully and politely with the general public, and assist residents by providing information, answering general questions, and referring them to the appropriate personnel.
- Work with visitors, residents, property owners, tenants, contractors and property managers to explain municipal standards, and the necessity for compliance with the applicable Municipal By-laws.
- Assure the accuracy of letters of compliance.

## **Main Responsibilities cont'd:**

### **General Duties**

- Prepare detailed and accurate reports of evidence as necessary.
- Prepare court documents and attend court as necessary.
- Assist the public with general By-law application processes.
- Assist with the implementation of Administrative Monetary Penalties (AMPS).
- Perform other duties as assigned.

### **Education and Experience Required:**

- Ontario Secondary School Diploma or equivalent
- Post secondary diploma/certificate in a relevant field such as Police Foundations, Law and Security, Justice and Administration
- Three (3) to five (5) years' enforcement experience.
- Certification as Municipal Law Enforcement Officer (MLEO) and/or Ontario Association of Property Standards Officer (OAPSO) is preferred.
- Standard CPR and First Aid would be an asset.

### **Specialized Skills Required:**

- General understanding of regulatory bylaws and legislation.
- Working knowledge of AMPS.
- Sound knowledge of the geography and street locations within the Municipality.
- A valid driver's license and access to a reliable vehicle for work.
- Proven organizational and time management skills.
- Superior and professional customer service skills.
- Excellent communication skills, both verbal and written.
- Ability to act with patience, diplomacy, discretion and confidentiality.
- Proficient in the use of Microsoft Office software.

The Corporation of the Township of Hamilton is an Equal Opportunity Employer. For more information, please review our careers webpage.

The Corporation of the Township of Hamilton is committed to providing barrier-free and accessible employment practices in compliance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through any stage of the recruitment process, please make them known when contacted to schedule an interview and we will work with you to meet your needs.

**Interested applicants should forward a PDF copy of their cover letter and resume (one document preferred) in confidence to the attention of [hr@hamiltontownship.ca](mailto:hr@hamiltontownship.ca) by 4 pm on Friday, April 19, 2024.**

While we appreciate all applications, only those to be interviewed will be contacted. We do not retain unsolicited applications.