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## Employment Opportunity Available

### **Municipal Law Enforcement Officer I Permanent, Full-Time Position**

The Township of Springwater, located in the heart of Simcoe County, is a mixed urban/rural municipality with growing urban settlements and a prosperous agricultural sector. The municipality is currently recruiting for a full-time Municipal Law Enforcement Officer I.

Reporting to the Director of Planning Services & By-law Enforcement, the **Municipal Law Enforcement Officer I** is responsible for investigating, administering and enforcing the provisions of all municipal by-laws of the Township, as well as applicable provincial statutes. Primary duties of this position include, but are not limited to: investigation and tracking of complaints; inspection of properties to determine compliance with municipal by-laws; research and preparation of correspondence, including Orders to Comply and court materials; attendance at court; and perform such other duties and responsibilities as assigned.

### **Qualifications and Experience**

- Successful completion of a Community College Diploma in Law and Security, Police Foundations or related field and a minimum of two years' direct municipal law enforcement experience or significant related experience.
- Currently possess or ability to obtain a Municipal Law Enforcement Officer Certificate (MLEO), Property Standards Certificate (OAPSO) and Valid First Aid/CPR Certificate.
- Thorough knowledge and understanding of the Municipal Act, Provincial Offences Act, Dog Owners Liability Act, municipal by-laws, and other related legislation and regulations as they may apply to the Corporation.
- Excellent problem-solving, interpersonal, communication, conflict resolution and time management skills.
- Ability to work independently and act in a confident and professional manner under stressful situations, including providing evidence in court, and responding promptly to customer needs.
- Ability to maintain discretion and confidentiality of information is critical.
- Hold a valid Class 'G' driver's license in good standing with a satisfactory driving record.
- Ability to work a variety of shifts, including afternoon, evenings, weekends and statutory holidays.

As a condition of employment, the successful candidate will be required to pass a Criminal Record Check with an additional Police Vulnerable Sector Check before commencement of this position.

**Salary range and hours of work:** Level 4 - \$48,783.80 to \$55,604.64 (2018 rate) per annum based on a 35 hour work week plus a comprehensive employee benefit plan. This position will be required to work afternoon and weekend shifts, including statutory holidays.

Resumes will be accepted until **12:00 noon on Friday, March 23, 2018**. Resumes can be faxed, mailed, dropped off or emailed to the following:

**Municipal Law Enforcement Officer I Competition**

Attention: Erin DeVreede, CHRL  
Manager of Human Resources  
Township of Springwater  
2231 Nursery Rd.  
Minesing, ON L9X 1A8  
[recruitment@springwater.ca](mailto:recruitment@springwater.ca)

The Township thanks all applicants for their interest. Only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the *Municipal Act* and is used to determine eligibility for potential employment.

Please contact the municipality for availability of accommodations for applicants with a disability.