



**TOWN OF WASAGA BEACH
EMPLOYMENT OPPORTUNITY**

**SENIOR MUNICIPAL LAW ENFORCEMENT OFFICER/
PROPERTY STANDARDS OFFICER**

(1 Full Time Permanent Position)

The Town of Wasaga Beach is now accepting resumes for the position of "Senior Municipal Law Enforcement Officer/Property Standards Officer". Interested candidates are asked to submit a cover letter and resume containing full details of education, training and experience by the deadline specified below.

The position is responsible for the effective and timely delivery of Municipal Law Enforcement services to the community in a customer oriented, professional manner, including overseeing the Operating and Capital Budget. It is also responsible to ensure compliance with Town by-laws and that complaints related to Business Licensing, Property Standards, Noise, Littering, Lawn Watering, Fire and Firearms, Fireworks, Animal Control and Parking By-Laws are dealt with in a timely and professional manner. This position is also the Municipal Prosecutor for the Town of Wasaga Beach.

Reporting to the Town Clerk, this position is responsible for the hiring, training and monitoring of two fulltime MLEO/PSO and one fulltime Business/Licensing Officer/Administrative Assistant, as well as a full compliment of summer staff. The position is responsible for ensuring that monies collected from parking meters is remitted properly and accurately, that parking tickets follow provincial processes, that charges are laid properly and there is a the proper filing of Court documents. The position is also required to be familiar with and provide advice on the Fence Viewers Act, as well as be the municipal contact for the contracted Animal Control Officer.

The wage range for this position is \$29.72 to \$34.76 per hour (2009) for a 40 hour week plus benefits (following probationary period). This is a working supervisor position, which will be required to work some shift work and weekends in conjunction with the other enforcement officers. Assistance may be required for special events.

Preferred Candidates will have the following qualifications

1. Graduate of a post-secondary program in law enforcement or a related field.
2. Successful completion of the Municipal Law Enforcement Officers' Association's & Property Standards Association's Certification training courses
3. Two to three years of progressive experience in Municipal Law enforcement
4. Prosecution training and experience; familiarity with courtroom procedure and decorum
5. Strong attention to detail with the ability to properly complete documentation
6. Working knowledge of Property Standards, Ontario Court system, *Ontario Evidence Act*, *Provincial Offences Act*, *Municipal Act* and other related Federal and Provincial Legislation
7. Exceptional interpersonal, public relations & communication skills
8. Good computer and record management skills
9. Valid Class G Ontario Driver's Licence and a good driving record
10. Hold a valid First Aid and CPR certificates or willing to obtain

The individuals who are successful at the interview stage will be asked to:

1. Obtain a current Drivers Abstract from the Ministry of Transportation and supply same to the Town of Wasaga Beach.
2. Consent to and supply a Criminal Reference Check and background search as specified by the Town of Wasaga Beach

Pursuant to the Personnel Policy Manual, this Job Posting will be advertised internally for five (5) working days; however, Management reserves the right to advertise externally as well. Interested individuals should deliver a cover letter and resume by **January 29, 2010 no later than 4:00 PM** to:

Twyla Nicholson, CMM111
Town Clerk
Town of Wasaga Beach
30 Lewis Street
Wasaga Beach, Ontario L9Z 1A1
Tel (705) 429-3844 Ext.2223
www.wasagabeach.com

Distributed on January 14, 2010 by:



We thank all applicants who apply for this position, but advise only those applicants selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act, 2001, S.O. 2001, Chapter 25*, as amended, and will be used for the purpose of candidate selection.