



THE CORPORATION OF THE TOWN OF NEW TECUMSETH

Municipal Law Enforcement Officer

Temporary Full-Time
Contract Ends December 31, 2018
35 Hours per week
Job # 2018-24

The Town of New Tecumseth is seeking a qualified, organized, team-oriented person with a positive attitude and excellent people skills to join our team. Reporting to the Municipal Law Enforcement Supervisor, this position will be responsible for investigations of inquiries regarding all Town by-laws and regulations, such as parking, lot maintenance, property standards, drainage etc. ensuring that appropriate action is taken to resolve the matter or enforce compliance. May be required to attend court as a witness.

Qualifications:

- Community College diploma in Municipal Law Enforcement or equivalent or graduate of Police College or Community College Policing Program.
- Must have Municipal Law Enforcement Officer Certifications MLEO(C) and Certified Property Standards Officer CPSO or be eligible for same.
- One to two years' experience in a Municipal By-Law Enforcement position is preferred.
- Experience required in court litigation proceeding and the preparation and giving of evidence including disclosure requests for evidence for court purposes.
- Basic level Microsoft Office applications. Familiarity with Parking Ticket software programs would be an asset.
- Class G Driver's License in good standing.
- Excellent communication & customer service skills
- Requires political sensitivity and dealings with confidential information

Wage Range: \$30.34

Start Date: ASAP

Please submit your cover letter and resume in Word or PDF format to careers@newtecumseth.ca no later than 4:30 pm on April 25, 2018.
Please quote competition #2018-24 in the subject line of your email.

We thank you for your interest, however; only those selected for an interview will be contacted.

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.

www.newtecumseth.ca