



## **MUNICIPAL LAW ENFORCEMENT STUDENT (*SUMMER 2023*)**

*The Corporation of the Township of Tay*

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The Municipal Law Enforcement Student is an integral member of #TeamTay! We are seeking a driven individual to join us for the summer term beginning in May 2023 and ending on September 4, 2023. Tay Township proudly offers students a hands-on learning environment based on variety, development and mentorship.

Reporting to the Senior Municipal Law Enforcement Officer, or their designate, the Municipal Law Enforcement Student is responsible for ensuring enforcement and compliance with respect to Municipal By-laws, canine control and other legislation enforced by the Municipality.

The position requires an OSSD (Ontario Secondary School Diploma) or equivalent, and active enrollment in post-secondary education in law enforcement, or another relevant discipline, at an accredited educational institution. Related cooperative education/work experience is considered an asset.

The pay rate for this student contract position is \$18.63 per hour with generally a minimum of thirty (35) hours per week with variable shifts on weekdays, evenings, weekends, and public holidays.

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**Join our team today and help transform the way local government connects with the community it serves.**

Qualified and interested applicants are encouraged to do the following:

1. Reference the complete position description available on the Tay Township website – [www.tay.ca/jobs](http://www.tay.ca/jobs)
2. Submit a cover letter and resume via e-mail by **4:00 p.m., Tuesday, April 4, 2023**, to the attention of:

**Human Resources**

E-mail: [HR@Tay.ca](mailto:HR@Tay.ca)

Note: (1) Please reference '**MLE Student**' within the subject line and (2) indicate how you heard about this opportunity within your application.

**We kindly thank all applicants who apply, but only those candidates selected for an interview will be contacted.** Personal information collected under the authority of the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act will only be used for candidate selection. The Township of Tay is an equal opportunity employer. In accordance with the Accessible Canada Act, 2019 and all applicable provincial accessibility standards, upon request, accommodation will be provided by the Township of Tay throughout the recruitment, selection and/or assessment process for applicants with disabilities.

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## **TAY TOWNSHIP POSITION DESCRIPTION**

<b>Position Title:</b> Municipal Law Enforcement Student	
<b>Department/Division:</b> Protective and Development Services/Municipal Law Enforcement Services	<b>Reports to (Directly):</b> Senior Municipal Law Enforcement Officer
<b>Direct Reports:</b> None	<b>Indirect Reports:</b> None
<b>Pay Band:</b> Student Pay Band	<b>Hours Per Week:</b> 35
<b>Creation Date:</b> January 2020	<b>Revision Date (s):</b> January 2022; February 2021

### **Position Summary:**

Reporting to the Senior Municipal Law Enforcement Officer, or their designate, the Municipal Law Enforcement Student is responsible for ensuring enforcement and compliance with respect to Municipal By-laws, canine control and other legislation enforced by the Municipality.

### **Responsibilities:**

1. Respond to public inquiries and By-Law enforcement complaints. Review By-laws, gather evidence, contact witness/parties, prepare registered letters with compliance notices and work with property owners and/or contractors to ensure By-law compliance.
2. Participate in the promotion of By-law compliance with the General Zoning By-law, Property Standards By-law and other municipal regulatory By-laws through public education/information, community patrols/surveillance, contact/mediation with parties, issuance of fines under Part I, II and III of the Provincial Offences Act and, if necessary, legal action. Logs and completes Ministry of Transportation (MTO) reporting.
3. Issue parking and other Part I (Provincial Offences Act) tickets as

appropriate.

4. Assist with the coordination and implementation of canine control activities including but not limited to canine tag administration and compliance, handling and capturing stray canines, and responding to potentially hazardous/difficult canine situations.
5. Assist with the review, drafting and recommendation of amendments to Municipal By-laws, as required, to ensure applicability legislative compliance and consistently improve the potential for enforceability.
6. Attend department/division meetings as required.
7. Maintain a high degree of confidentiality and security of information. Where information is developed prior to Staff/Public release, ensures confidentiality of information produced for Council and other sensitive information consumers.
8. Ensure compliance of the Occupational Health and Safety Act and other applicable legislation by following the Township's Health and Safety program, procedures and best practices.
9. Perform other related tasks and functions as assigned that are required or dictated by the Municipality's needs relative to the nature of the position. The responsibilities listed above are not intended to be an inclusive list; the omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **Qualifications:**

#### **Education and Training**

- OSSD (Ontario Secondary School Diploma) or equivalent.
- Active enrollment in post-secondary education in law enforcement, or other relevant discipline, at an accredited educational institution.
- Class 'G' driver's licence in good standing.
- Standard First Aid and CPR certification in good standing considered an asset.

#### **Experience**

- Related co-operative education/work experience is considered an asset. Preference may be given to those with experience in a municipal or public sector environment, but public sector experience is not a requirement.

#### **Knowledge**

- Knowledge of the Municipal Act, Provincial Offences Act, and other regulations is considered an asset.

## **Skills and Competencies**

- ❑ Requires the ability to learn, understand and explain the intent and content of the Provincial Offences Act and Municipal By-laws.
- ❑ Skill and ability to assist with the handling and capture of stray canines and respond to potentially hazardous/difficult canine situations without undue difficulty and/or apprehension.
- ❑ Strong computer skills including word processing/spreadsheet software, internet and e-mail programs and related office equipment.
- ❑ Attention to detail and mental and visual concentration and alertness to ensure the safety of others.
- ❑ Ability to work independently in a safe, effective and efficient manner.
- ❑ Written and verbal communications skills, and public relations and technical skills.
- ❑ Interpersonal and public relations skills to deal courteously and effectively with all levels of staff and government, elected officials, and the general public with the ability to exercise tact, diplomacy and good judgement at all times.
- ❑ Flexible and able to deal with multiple priorities as assigned.
- ❑ Ability to resolve conflicts without major disruption to workflows or interpersonal relationships.

## **Effort, Physical Demands and Working Conditions:**

- ❑ Normal workweek – 35 hours with shifts on weekends and public holidays, and some overtime required, including possible attendance at evening meetings and in the event of emergency or critical situations requiring an immediate response.
- ❑ Performance of duties normally takes place in office and outdoor environments. Environments also include out-of-office meetings and community/site visits and/or inspections. Required, from time to time, to attend meetings, seminars/conferences in locations other than Tay Township. Physical environment involves interaction with canines.
- ❑ Position involves physical exertion and efforts of driving, sitting, standing, walking/sprinting/running, and computer/office equipment use.
- ❑ Position requires considerable travel, including but not limited to daily patrols throughout Township, delivery of court documents and attending court proceedings.
- ❑ Position involves both mental and visual concentration with close attention to detail, including attentive listening as well as reading, analyzing, writing/documenting, providing and presenting information.

- Position may involve difficult conversations with the general public.
- Position requires confidentiality in many aspects of the work.