



**Job Title:** Municipal Law Enforcement Officer IV (Standards & Coach Officer) - Full-Time

<b>Competition Number:</b> CORP-101-24	<b>Department:</b> Corporate Services
<b>Posting Category:</b> Open	<b>Division:</b> Licensing & Enforcement
<b>Job Type:</b> Full-Time	<b>Affiliation:</b> CUPE Local 87
<b>Site:</b> 882 Alloy Place	<b>Location:</b> CA-ON-Thunder Bay
<b>Min:</b> CAD \$34.38/Hr.	<b>Max:</b> CAD \$41.64/Hr.
<b>Pay Band:</b> 11(A) (to be rated)	<b>Number of Positions:</b> 1
<b>Effective Date:</b> January 1, 2022	<b>Supersedes Date:</b> March 10, 2015
<b>Posted Date:</b> November 1, 2024	<b>Post End Date:</b> December 2, 2024

The **City of Thunder Bay** provides exceptional quality of life to those who live, work, and play in Thunder Bay – a culturally vibrant, economically diverse community with a metro population of over 120,000. Located on the north shore of Lake Superior, under the protective watch of the Sleeping Giant, Thunder Bay is rich in people and resources, and connects Northwestern Ontario to the world. We value our high quality of life and promote a clean, green, beautiful, and healthy community that provides economic opportunity, respects diversity, and provides affordable and safe neighbourhoods that are accessible to all.

The City of Thunder Bay is a place where art, culture and nature come together!

**POSITION SUMMARY:** Under the general supervision of the Supervisor – Municipal Enforcement Services, proactively investigates or responds to complaints or referrals, and carries out the duties related to the application and enforcement of all Municipal by-laws, including parking, traffic, and animal control, and all Provincial statues applicable to municipalities, as directed. Daily focus on property standards monitoring, and other complex issue files and court officer duties. Coaches and mentors new or advancing Officers to assist in skills development, provides technical direction and guidance to enforcement staff as required, and participates in the day-to-day operation of the Division.

**MAJOR RESPONSIBILITIES:**

1. Responds as primary officer to action property standards and defects reported or observed, to ensure the City’s maintenance and safety standards are being met, including vacant property and deteriorated/abandoned/fire damaged structures.
2. Act as primary court liaison officer, ensuring proper case handling and dispositions are entered and tracked.
3. Assists in conducting research and surveys required for the preparation of by-laws, enforcement policies, and procedures.

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4. Prepares project, operational and statistical reports as required.
5. Patrols and proactively observes and actions possible infractions; responds as a primary investigator and/or in support of another MLEO, to all calls-for-service from Dispatch and/or the Supervisor, and determines actions and responses required; properly documents and investigates those complaints related to all by-law and Provincial or other violations, as directed.
6. Assists other MLEOs and MLEO IV (Licensing & Coach Officer) in achieving compliance through assistance with court prosecution or special project oversight.
7. Coaches and mentors new or advancing MLEOs to refine enforcement skills development and transfer of operational knowledge.
8. Coordinates a city-wide inventory of serious property standards issues & trends, and develops a strategy to address public awareness and compliance.
9. Ensures all complaints/referred investigations, projects assigned or proactive enforcement directives are completed.
10. Prepares, serves and issues all Provincial Offences Act authorized documents, including but not limited to laying charges under Parts I & III, or Parking Infraction Notices under Part II, along with all by-law related letters, notices, or other documents authorized by the Municipal Act, Planning Act, Building Code Act and other Provincial legislation, including Administrative Monetary Penalty notices.
11. Properly completes required affidavits for documents and other processes, and retains evidence required for court in conformance with Ontario Evidence Act and established standards.
12. Properly collects and safeguards evidence, and prepares evidence required for Court, including providing complete disclosure requests.
13. Attends court, hearings, and trials, and gives testimony under oath related to the prosecution of offences as required; participates in pre-trial meetings with the Prosecutor and Officers to ensure Officer documentation meets needs of the Prosecutor.
14. Completes and maintains Officer notebook to professional standards, in line with Divisional procedures, as directed.
15. Arranges for required work to be completed by third-party contractors to ensure mandatory compliance with orders, notices, and/or other authorizations; attends work sites to ensure Officer attendance where required; ensures contractors comply with applicable contract and perform required duties; provides assistance to other MLEOs with on-site support, and ensures invoices and documents are processed.
16. Compiles and maintains both electronic and paper records as directed, including but not limited to, inspection files, records, and databases, and other departmental forms or logs, including notebooks; ensures court orders and outcomes are recorded, tracked, and flagged to Supervisor/Manager where appropriate.
17. Liaises with and assists other external MLEOs, Police, Fire, EMS, Thunder Bay District Health Unit, community and civic inspection agencies, government agencies and related regulatory groups, as directed.
18. Ensures the integration and smooth operation of Field Enforcement, Compliance, and Cadet units towards accomplishment of enforcement objectives of the Division.
19. Assists other MLEOs to accomplish their core assignments & tasks, and acts as back-up support in urgent situations.
20. Performs such other related duties as may be assigned.

## QUALIFICATIONS:

### Education/Experience:

- Diploma in law enforcement or a related field; and
- Successful completion of MLEO Foundations training or equivalent; and
- Two years' as MLEO III (Field Enforcement Officer) with municipal parking or animal control experience, together with CPSO designation or equivalent; or
- Three years' as a designated MLEO III, together with Ontario Property Standards Officer training Levels I, II & III

### Skills/Abilities:

- Must have the ability to interpret by-laws, government legislation, municipal policies & guidelines, and other operational policies, procedures, guidelines & directives
- Must be able to communicate effectively and concisely, both orally and in writing, and use and maintain Officer notebooks to the professional standards in line with Divisional procedures
- Ability to work independently and as part of a team
- Ability to resolve issues/conflicts
- Ability to deal with the public in a courteous and tactful manner
- Ability to provide effective training, mentoring, technical direction and guidance to staff
- A working knowledge of the Occupational Health & Safety Act as it applies to this work
- Must be at an intermediate skill level in word processing and spreadsheet software
- Must possess and maintain a valid Class "G" Ontario Drivers Licence, or equivalent
- Must meet the definition of a competent driver as defined by the Corporation

## CONDITIONS OF EMPLOYMENT:

- May be required to travel to various work locations and provide own transportation
- Must remain a competent driver as defined by the Corporation
- May be required to provide a successful driver's record (uncertified)
- Must participate and successfully complete all designated training and skills development opportunities, as required by the Corporation
- Must possess or be able to obtain and maintain the designation of Certified Property Standards Officer within 3 years of hire, and successfully complete the Municipal Law Enforcement Officer Training Course within one year of hire
- Must undergo a successful Criminal Record and Judicial Matters Check (CRJMC)

### How to Apply

We can't wait for you to join us and be a part of our team!

For a detailed job description, including job responsibilities and to apply please visit:  
[www.thunderbay.ca/jobs](http://www.thunderbay.ca/jobs)

Please note that this competition closes on December 2, 2024.

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**General Information:**

As an equal opportunity employer, the City of Thunder Bay encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups, women and members of the 2SLGBTQ+ community.

**ONTARIO HUMAN RIGHTS CODE:** It is a contravention of the Human Rights Code of Ontario to discriminate on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted to the City must not include references to any of the above characteristics. Do not include:

- Photos
- Any certificates that have photo identification
- Driver's licences
- Police records checks

Note: The above documentation will be requested by the Human Resources Division should you be the successful applicant. If a Criminal Record Check is required, it will be requested by Human Resources should you be the successful applicant. Please do not submit your Criminal Record Check with your application.

**ACCOMMODATION:** Reasonable accommodations are available upon request for all parts of the recruitment process.

**PRIVACY:** Personal information on this form is collected under the authority of the Municipal Act, c. 302, as amended, and will be used to determine eligibility for employment. Questions about this collection of personal information should be directed to the Human Resources Division, 125 Syndicate Ave Suite 42, Thunder Bay, Ontario, P7E 6H8, Telephone: 625-3866