

MLEO II – Signs, Pool Enclosures, Licensing
Legislative Services/ Municipal Law Enforcement Services
File #24-P-132

Located on the Trent-Severn Waterway in the heart of the Kawartha tourism region, Peterborough is a unique community known for its exceptional quality of life and beautiful setting. Peterborough has it all – a multitude of recreational opportunities, a diverse industrial, commercial and agricultural base, quality health care and excellent schools – including two outstanding post-secondary institutions. Peterborough is just one hour from the Greater Toronto area.

Job Details

As the Municipal Law Enforcement Officer II (MLEO II) – Signs, Pool Enclosures, and Licensing, you will interpret and enforce the City’s by-laws and planning policies, with a focus on administering, processing, and enforcing the City’s permit and licensing programs related to signs, swimming pools, and business licenses.

You will investigate complaints regarding the placement of signs on private and public property, business operations, including mobile canteens, transient traders, taxi cabs, home-based businesses, patios, and rental premises—as well as concerns related to privately owned swimming pools. You will conduct property inspections for investigation and enforcement purposes, ensure the collection and continuity of evidence, issue Penalty Notices, and prepare and pursue prosecutions under the Provincial Offences Act, as applicable.

Qualifications

Education & Certification

- Two-year college diploma in Law Enforcement or an equivalent qualification in a recognized discipline.
- Certified Municipal Law Enforcement Officer and a member of good standing of the Municipal Law Enforcement Officers Association of Ontario.

Experience & Skills

- Up to three years of combined previous and on-the-job experience in a compliance-related field.
- Intermediate proficiency in word processing.
- Familiarity with municipal property database applications is preferred.
- Strong interpersonal skills with the ability to communicate effectively both verbally and in writing.
- Ability to work independently and adapt to changing demands, deadlines, and cyclical workloads.

Physical & Mental Requirements

- Ability to perform the physical, mental, and visual demands of the position, including:
 - Regularly crouching and kneeling
 - Lifting and moving up to 40 lbs.
 - Standing or sitting for extended periods
 - Traversing uneven or difficult terrain
 - Climbing and working on ladders
- Ability to maintain personal decorum and effectively de-escalate third-party hostility.

Additional Requirements

- Knowledge of the Ontario Building Code, Division B, Section 3.15, is considered an asset.
- Availability of working evenings and weekends as required.
- Valid driver's license and access to a personal vehicle for job duties.
- Successful candidates must provide a current criminal reference check, including a vulnerable sector check.

Salary

\$64,300.60

Application Information

Qualified applicants are invited to submit 1 file containing a résumé and cover letter (ensure your name is in the title of the document), quoting file number **24-P-132** on the file as well as in the subject line, no later than 12:00 p.m. on **Monday March 17th**, to, recruiting@peterborough.ca

The City of Peterborough is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the City's goods, services and facilities. If contacted for an employment opportunity, please advise Human Resources if you require an accommodation.

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application but advise that only those selected for an interview will be contacted.

www.peterborough.ca/jobs