



Position **Municipal Law Enforcement Officer**
Department **Corporate Services**

Position Summary

Under the direct supervision of the Supervisor, Licensing & Enforcement the Municipal Law Enforcement Officer (MLEO) is responsible for enforcement and administration of all municipal and regulatory by-laws including but not limited to the Town's property standards, community standards, business licensing, and parking by-laws.

This position involves shift work and variable hours including evenings, weekends and holidays.

Key Responsibilities

- Investigates and identifies by-law infractions
 - Creates, opens and updates electronic investigation files
 - Provides assistance and information regarding general parking regulations, patrols and enforcement
 - Works closely with other municipal departments and agencies
- Prepares compliance documentation for violations including notices, orders and investigative reports
 - Serves notices stating specific defects to property owners/occupants and advises or remedial measures required to comply with the Town legislation
 - Researches and assists with drafting of new by-laws, legislation and procedures
 - Obtains necessary documentation for prosecution
- Initiates legal proceedings
 - Prepares court/hearing files, attends court/hearings, tribunal hearings and presents evidence regarding violations of all municipal by-laws and acts
 - Issues Part 1, Part 2, Part 3 Provincial Offences Act notices and summonses
 - Issues penalty notices under the Town's Administrative Penalty System
- Patrols and responds to complaints and requests for enforcement of parking prohibitions throughout the Town of Milton, including Regional Roads and private properties
 - Conducts vehicle and foot patrols for on/off street parking violations and park patrols
 - Patrols assigned areas, responds to, and documents all inquiries and complaints from the public, law enforcement agencies
 - Coordinates towing of unauthorized vehicles in accordance with Halton Regional Police and Tow Policies

Skills and Qualifications

- Certificate/diploma in Police Studies/ Foundations, Law & Security, Justice & Administration or related field
- Minimum two (2) years' experience of enforcing regulatory by-laws.
- Experience interpreting by-laws and provincial legislation pertaining to municipal law enforcement and licensing
- Ability to obtain the Ontario Association of Property Standards certification within 3 years
- Ability to obtain Municipal Law Enforcement Officer Certified designation within three (3) years
- Successful completion of OAPSO Level 1 training and Part 1 MLEOA Foundations training is preferred
- A valid Ontario Driver's License Class G with a satisfactory driving record

- Knowledge of Provincial Offences Act, municipal by-laws, enforcement processes and court procedures
- Strong problem solving skills and proven ability to resolve disputes in a manner that supports a high level of customer service
- Proficient in Windows based software including Word, Outlook, Excel in addition to Amanda and parking control software
- Satisfactory Criminal Record check

What We Offer

This position is eligible for the following:

Annual Salary Range: \$86,142 - \$107,678 (40 hours/week)

- Participation in extended health and welfare benefits and the OMERS pension plan
- Paid time-off (vacation and incidental time)

About Milton

At the Town of Milton, we provide excellent and sustainable municipal services to foster a vibrant and inclusive community where residents thrive, businesses flourish and nature is cherished.

We are laying the groundwork for our vision for Milton 2051: a safe, diverse and welcoming community that respects its natural beauty and heritage, supports a range of neighbourhoods, sustains a strong and balanced economy, and offers outstanding opportunities to live, learn, work and play.

How to Apply

Interested applicants should apply online at www.milton.ca under the Employment Opportunities section. Please apply by March 20, 2025 as the job posting closes after this time.

If you are currently employed with the Town of Milton, please apply internally through the Jobs Hub app of your Workday account in order for your application to be processed as an internal applicant.

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.