

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

By-Law Enforcement Officer

Requisition ID: 143313
Department: Corporate Services
Classification: 1 Part-Time, Permanent
Affiliation: Union / CUPE Local 129
Shift/Hours: As scheduled, Mon-Sun, Inclusive <35 hours per week
Salary Range: \$35.02/hr. to \$38.91/hr. (Union Pay Grade 13)
Work Location: City Hall, One the Esplanade South, Pickering, ON
Date Posted: March 11, 2025
Deadline to Apply: March 25, 2025

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of By-Law Enforcement Officer.

The successful incumbent enforces municipal regulatory by-laws, as assigned, including Clean & Clear, Responsible Pet Ownership, Traffic & Parking, Signs, Noise, Parks etc. They respond to calls and complaints regarding various by-law enforcement issues; including property maintenance, domestic animals at large, and sick/injured domestic animals or wildlife. Under direction from the Manager, the incumbent issues notices, violation tickets, or lays charges under various by-laws.

Primary Responsibilities

- Investigates complaints and confers with individuals involved to determine cause and appropriate enforcement options.
- Provides information to the public regarding by-law compliance, issues notices, violation tickets, or other enforcement action as directed.
- Documents all pertinent facts and information involved in investigations, including updating the AMANDA RFS system, completing notebook entries and photographs.
- Patrols City streets and municipal properties for compliance with the Traffic & Parking By-law.
- Completes and issues electronic or manual parking tickets for parking violations. Reports any issues with parking enforcement application to Manager for resolution.
- Completes tow notices, arranges for the towing of vehicles and issues "Impound Forms" as required, providing the Durham Region Police Service with copies of documentation.
- Attends Provincial Court and gives evidence on parking tickets issued or charges laid, as required.
- Performs bicycle patrols of City parks and green spaces, and provides general information to the public regarding the Parks By-law.
- Monitors work performed by contractors under Clean & Clear Notices. Ensures work is completed as requested, verifies invoices for payment and prepares tax bill forms.
- Provides humane and skilled capture, handling and restraint of domestic animals and wildlife, including sick and injured, both in the shelter and in the field/community.
- Transports animals from animal services vehicle to shelter or to other locations as directed.
- Removes animal carcasses/remains from municipal roadways, transporting same to designated facility.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- Post-secondary school diploma in Advanced Law Enforcement and Investigations, Police Foundations, or Law & Security Administration program.
- Must be willing to be immunized against rabies or if previously vaccinated, provide proof of acceptable immunity levels.

- Twelve months experience in law enforcement or in the interpretation and administration of municipal regulatory by-laws (such as property standards, parking, etc.), to include six months experience handling various types of animals.

Knowledge, Skills and Abilities

- Above average communication (verbal & written), interpersonal, customer service, organizational, problem solving and conflict resolution skills.
- Demonstrated ability to interpret various provincial and local government legislation, regulations and policies.
- Ability to humanely handle animals.
- Demonstrable ability to work independently and achieve objectives under own initiative.
- Demonstrable knowledge of Microsoft Office software products with the following skill levels required:
 - MS Word – Intermediate
 - MS Excel or MS Access – Beginner
 - MS Outlook - Beginner
- Must be medically and physically fit to perform the duties of this position.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.
- Must possess a valid Class G Ontario Driver's Licence. Must provide consent to conduct ongoing Driver's Abstracts through the Ministry of Transportation. A clean driving records is preferred.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

