

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.

Summer Enforcement Officer

(May 4, 2026 to October 2, 2026)

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| Department: | Corporate Services |
| Classification: | Term |
| Affiliation: | CUPE Local 129 |
| Vacancy Reason: | Seasonal Student Position |
| Shift/Hours: | Monday – Sunday, <30 hours per week |
| Salary: | \$28.76/hour |
| Work Location: | City Hall, One the Esplanade South, Pickering, ON |
| Date Posted: | Monday, December 8, 2025 |
| Deadline to Apply: | Sunday, January 4, 2026 by 12:00 midnight |

Job Summary

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

The successful incumbent enforces municipal regulatory by-laws, as assigned with specific duties at waterfront areas and City of Pickering parks. This will include Responsible Pet Ownership, Traffic & Parking, Noise, Parks, Nuisance, etc. They will be responsible for patrolling the waterfront areas and area parks and responding to by-law enforcement issues; including dog off leash, fires, BBQ’s, tents erected on the beach and parking concerns. Under direction from the Supervisor the incumbent issues violation tickets, lays charges under various by-laws, and maintains appropriate notebook and photographic records.

Primary Responsibilities

- Conducts on foot and vehicular patrols of the waterfront areas, City parks and surrounding areas to enforce various legislation.
- Investigates complaints and confers with individuals involved to determine violations 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 parking lots for compliance with Traffic & Parking By-law.
- Completes and issues electronic or manual parking tickets for parking violations. Reports any issues with parking enforcement application to Supervisor 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.
- Enforces the Noise By-law in relation to the use of City parks and waterfront areas.
- Required to identify hazards and report them to the correct person(s).

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.
- One year experience in law enforcement or in the interpretation and administration of municipal regulatory by-laws (such as noise, parks, parking, etc.), or other acceptable work experience.

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.
- 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 and provide consent for a Driver’s Abstract. A clean driving record 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.

