Job Posting 26-48

Municipal Law Enforcement Officer

The Town of Cobourg is seeking two full-time **Municipal Law Enforcement Officer** in the Legislative Services Division.

Reporting to the Manager, By-Law Enforcement and Licensing, this position is responsible for the enforcement of all Town by-laws and applicable Statutes within the Town's jurisdiction under the guidance of the Manager, By-Law Enforcement and Licensing. The Officer conducts research, performs inspections and investigations in relation to alleged contraventions of bylaws and regulations to gain compliance with prescribed municipal standards in three main disciplines; Animal, Parking, and Property Enforcement activities.

The primary duties of this position include the following:

- Investigate complaints and enforce regulations with tact, impartiality, firmness using sound judgment and respect, while ensuring that all by-laws are enforced precisely and fairly and that decisions regarding violations can be fully supported.
- Conduct daily patrols, inspections and checks of assigned areas via foot, bike, or vehicle patrol.
- Proactively respond and resolve emergency situations, general violations and conflicts, independently or with support as required for public safety, compliance with municipal standards and personal protection.
- Issue offence/infraction/penalty notices, administrative orders and summons as appropriate and collect evidence as necessary including taking photographs, extracting samples, preparing witness and defendant statements.
- Prepare information to obtain search warrants, attend to Justice of Peace for swearing of information and execute search warrants as per established practice.
- Attend administrative hearings, tribunals, committee's and court to provide evidence on behalf of the Town.
- Respond to reports/calls of animals running at large and injured animals including capture/impoundment and transportation of same in accordance with established practices and deliver animals to animal shelter or veterinary clinic for treatment.
- Work with visitors, residents, property owners, tenants, contractors and property managers to explain municipal standards and the necessity for compliance with the applicable municipal by-laws.
- Arrange for remedial work to bring properties into compliance, source and review estimates, prepare draft invoices to property owners and oversee work crews while performing work on sites.
- Attend homeless encampments on both public and private lands, assess risks to both persons and property, enforce applicable regulations, render assistance when required including opiate related crisis and utilization of Naloxone if necessary.

The successful candidate will possess a Diploma/Certificate in a relevant field such as Police Foundations, Law and Security, Justice & Administration, or law related discipline and related enforcement experience, preferably in a municipal environment; or have a combination of education and relevant experience. Training and membership with Municipal Law Enforcement Officers Association and Ontario Association of Property Standards Officers and Certification as Municipal Law Enforcement Officer (MLEO) and Property Standards Officer (CPSO) is required.

The successful candidate will possess excellent interpersonal skills with the ability to develop and maintain effective working relationships. Good organizational skills are required along with the ability to establish priorities, possesses sense of thoroughness and demonstrated ability to work independently

and the ability to seek assistance when required for support. The position requires computer skills including working knowledge of Microsoft Office applications such as Word, Excel, Access and PowerPoint. Must obtain a Satisfactory Police Record Check upon employment.

The successful candidates must also have a valid Class "G" Driver Licence with a satisfactory drivers record and access to a reliable vehicle for work. Valid First Aid and CPR are required, or be willing to obtain within 60 days of hire.

HOURS OF WORK:

- Hours of work are 35 hours per week and are subject to seasonal demands. The position may be required to work days, afternoons and overnight shifts.

WORKING CONDITIONS:

- Must be able to be "on call" and respond to after-hours emergency calls in the Town within a reasonable time when assigned to on-call duties.
- Ability to perform majority of work outside the office on the road for approximately 75% of workday utilizing mobile office work environment, tablets, printers, handheld devices and working outdoors in all weather conditions (extreme cold, heat, rain etc.) on subject sites, and during patrols. Works in standard office environment for approx. 25% of the workday.

WAGE:

The wage scale for this position is CUPE Schedule B Inside Workers Grade 8A - $34.59-$43.23 per hour.

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at humanresources@cobourg.ca by December 3, 2026. The deadline for internal applicants is November 18, 2026 at 4:00PM. We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.