**THE CORPORATION OF**
**THE MUNICIPALITY OF FRENCH RIVER**
**Employment Opportunity**
**Junior Municipal Law Enforcement Officer**
**FULL-TIME**

The Corporation of the Municipality of French River is seeking a Junior Municipal Law Enforcement Officer. Reporting to the Manager of By-Law Services, this role involves enforcing various municipal by-laws, focusing on Animal Control, Parking Control, Property Standards, Sign Enforcement, and Waste Management infractions. Responsibilities include conducting patrols, issuing offence certificates and AMPS Notices, performing administrative duties, and attending court cases and Municipal Hearings as needed.

The ideal candidate will have a basic knowledge of provincial acts and regulations, including the Provincial Offences Act, Building Code Act, Dog Owners Liability Act, Municipal Act, and an understanding of Ontario Court System practices and procedures.

**Qualifications for the position include:**

- Must have a valid G drivers' license.
- Minimum 1 years' experience or schooling in a related field.
- Certified Municipal Law Enforcement Officer (MLEO(c)) with the MLEOA, would be an asset.
- Basic computer knowledge and experience including email, Excel, SharePoint and other municipal related programs and resources.
- Possesses basic knowledge of the standard practices and procedures of the Ontario Court System.
- Possesses basic knowledge of various provincial acts and regulations including the Provincial Offences Act, the Building Code Act, the Dog Owners Liability Act, the Municipal Act as well as federal and provincial statutes.
- Leadership and communication skills; the ability to analyze problems and provide advice.
- Works well with others.
- Is able to use discretion and does not divulge privileged information.
- Is First Aid certified or is able to become First Aid certified within 12 months.
- Ability to respond quickly and decisively to emergency situations.
- Bilingual (French and English) is an asset.

**Duties Include but are not limited to:**

- ✓ Acts as Municipal Law Enforcement Officer (MLEO) in the Municipality of French River and Sudbury East Building and By-law Services (SEBBS) which includes working for the Municipalities of Killarney, Markstay-Warren and French River.
- ✓ Enforces Municipal By-Laws through various means including public education, Part I and Part III charges as well as AMPS notices within the Municipality of French River and the SEBBS geographical area.
- ✓ Conducts patrols of problem areas as directed.
- ✓ Administers the prosecution of By-Law and Provincial offences including the filing of charges, maintenance and submission of evidence and testimony in court or hearings.
- ✓ Provides regular reports to the Manager of By-law services on the general operations under their control.
- ✓ Performs other related duties as assigned within the general scope of the job description.

**Salary:** $55,987 – $64,385
**Hours:** 40 hours per week

Qualified candidates are invited to submit their detailed resume and cover letter by November 23rd no later than 8am to:

**Kevin Benvenuti, Director of Operations and By-Law Services Manager**
Municipality of French River
44 St Christophe St, Suite 1, Box 156
Tel: (705) 898-2294, Fax: (705) 898-2181
E-mail: kbenvenuti@frenchriver.ca

All applicants are thanked, but only those selected for an interview will receive further notice.

*In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected pursuant to the Municipal Act and will be used for the purpose of candidate selection.*