

King is Hiring
By-law Enforcement Officer Level 1

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Manager of By-law Services and Supervisor of By-law Services the By-law Enforcement Officer Level 1 is responsible for the following:

- This position's responsibility will be focused on:
 - parking bylaw enforcement and patrols,
 - road occupancy/roadway obstructions and patrols
 - sign bylaw compliance/enforcement and patrols
 - noise bylaw compliance
 - parks bylaw compliance
 - clean yards compliance
 - reviews and responds to complaints in the bylaw services inbox in accordance to prescribed service standards.
 - other duties as identified and assigned by the Bylaw Services Supervisor and or Manager.
- Prepares/coordinates departmental correspondence related to officer's files (respectively) and/or agreed to.
- Responds to telephone and counter inquiries, and records and disseminates messages, including obtaining complaint details and taking the required information, creating the appropriate files and/or acting on or assigning, as required.
- Maintains and organizes departmental files and statistics including updating parking management, first attendance and file management programs as applicable.
- Reviews and administers Sign Permit Applications (Temporary, Permanent and Special Event).
- Responds to by-law related questions, general inquiries and requests for information.
- Responds to complaints pertaining to by-laws including but not limited to: zoning, property standards, etc. and ensures conformance with all by-laws.
- Provides residents, businesses and other interested parties with necessary information and assistance relating to by-laws.
- Interprets by-laws and relevant legislation to inform decisions during bylaw investigations and compliance endeavors.
- Conducts investigations, gathers information/evidence, identify bylaw contraventions, and negotiating compliance by providing relevant information on by-laws.
- Prepares, issues and serves correspondence including but not limited to: offence notices, orders to comply, informations, summons, AMPS penalty and memos.
- Follow-up on all investigative matters to ensure compliance with by-laws is achieved.
- Initiates legal and or remedial action as needed.
- Prepares various documents for court including prosecution briefs, summons, information, including swearing to information and serving summons as needed.
- Attends court and hearings to give evidence based on investigations.
- Maintains accurate records including detailed notes, photos, files, evidence and relevant information of facts on all investigations support of compliance and successful prosecution.
- Enforcement of parking by-law including issuing certificates of parking infractions through AIMS software, maintains updated records and coordinates tow of vehicles as required.
- Communicates with and schedules contractors when initiating remediation.

- Travels/patrols throughout the municipality to monitor and ensure compliance with Township by-laws and mitigates public safety hazards.
- Supports and conducts screenings, processes and updates files.
- Coordinates investigations with other government agencies, as well as internal staff, where applicable.
- Coordinates and works to ensure that physical and electronic records and information are retained, archived or disposed of in accordance with established procedures, records management policy, and legislation.
- Delivers exceptional customer service to residents, business owners, service providers, the general public and staff.
- Provides advice/guidance/training/assistance to Seasonal/Co-op Students as assigned and/or as necessary.
- Demonstrates King Township Corporate values, customer service excellence, integrity, respect and communication.
- Other related duties as required.
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- University degree or college diploma in Law Enforcement or a related program is an asset.
- Previous related experience with a good knowledge of municipal organizations.
- Certification through the Ontario Association of Property Standards Officers (CPSO) and Municipal Law Enforcement Officer's Association (MLEO(C)) is an asset.
- Current First Aid/CPR.
- Knowledge of Cityview and AIMS considered an asset.
- Knowledge of the Administrative Monetary Penalty System considered an asset.
- Knowledge of by-laws, applicable provincial and federal statutes and regulations, rules of evidence, property rights, Freedom of Information and Privacy Legislation, *Municipal Act*, etc.
- Excellent oral and written communication skills to prepare reports to make presentations to Council and to provide evidence in court.
- Excellent interpersonal skills and judgement, diplomacy and negotiating abilities, and the ability to diffuse hostile members of the public.
- General understanding of the Township's By-laws and Procedures.
- Class "G" drivers licence in good standing, and a reliable vehicle to use on Township business.
- Skill and efficiency required in the use of computers and related software, including but not limited to: Microsoft Word, Excel and PowerPoint software, Outlook e-mail and other applicable software.

Conditions of Employment:

- Physical ability to climb stairs and ladders, kneel, bend, walk and run.
- Work involves mental and visual concentration with frequent interruptions.
- Must be able to listen and communicate effectively with the public and other agencies.
- Must be able to work flexible hours (rotation) including evenings, midnights (solo), weekends and statutory holidays are conditions of employment.
- Must be legally authorized to work in Canada.

Salary Range: \$77,168.00 - 85,758.40 per annum (2025 Rate)

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on October 14, 2025**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1



Please visit www.king.ca for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.