



Requires a Full-Time Municipal Law Enforcement Manager

The Municipal Law Enforcement Manager is responsible for directing, supervising, managing, and monitoring the work plans and the day-to-day activities of the Municipal Law Enforcement Officer(s), the Building and Municipal Enforcement Administrative Assistant, Paid Parking Attendants, Crossing Guard Supervisor and contracted resources.

The Municipal Law Enforcement Manager is responsible for the development, administration, investigation, and enforcement of Town policies and by-laws and will proactively engage with the public to provide information and interpretation of by-laws regulations, policies, and procedures. The Manager oversees and performs field enforcement services to achieve and maintain the Town's by-laws including but not limited to traffic violations, property standards, zoning, and animal control. The Municipal Law Enforcement Manager reviews, investigates and resolves related inquiries and complaints while providing guidance and support to the Municipal Law Enforcement Officer. This position is a member of the Senior Leadership Team. This position is a member of the Town's Emergency Control Group as the Town's alternate Community Emergency Management Coordinator (CEMC).

Under the direction of the Director of Community Services, Infrastructure and Operations, the successful applicant will perform the following duties and responsibilities:

- Manages, supervises and leads Municipal Law Enforcement Officer(s) and seasonal Paid Parking Attendants
- Manages Crossing Guard Supervisor and is responsible for all aspects of designated school crossing locations.
- Provides leadership and directs the general management and day-to-day administration of the Municipal Law Enforcement department.
- Administers parking enforcement and pavilion rental services throughout the Town and Waterfront, ensuring contractual obligations and rental requirements are met.
- Ensures staff compliance with provincial codes, regulations and by-laws and the consequences of contravention, including helping them prepare evidence for court prosecutions.
- Maintains records and Officer's notes.
- Responds to complaints from members of the public regarding by-law compliance and parking enforcement in a timely manner.
- Proposes and promotes public notices to increase the public's knowledge of by-laws and the consequences of contravention.

- Analyzes data to compile statistics and develop reports/recommendations to the Director of Community Services, Infrastructure and Operations, the Chief Administrative Officer, and Council.
- Attends court to address parking and by-law related matters when required.
- Assists MLEOs with patrolling and monitoring adherence to Town by-laws, identifies violations of Town by-laws and issues violation tickets in accordance with municipal by-laws and the Provincial Offences Act.
- Oversees and performs the administration and enforcement of property standards issues in accordance with Section 15 of the Building Code Act. i.e.: property inspections for maintenance and standards issues, issuing orders, serving orders, posting orders, registering orders, hearing order appeals, confirming orders, carrying out code procedure to remedy non-compliance, which may require maintenance, repair, or demolition.
- Assists the Building Services Manager/CBO with the administration and enforcement of the provisions of the Town's Zoning By-Law including but not limited to inspections of properties to determine conformity to zoning by-law, provides information pertaining to conformity, hears appeals to non-conformity issues, penalizes non-conformance in accordance with the Municipal Act and the Provincial Offences Act. Follow up with all necessary procedures involving Provincial Offence Notices and Summons.
- Oversees and performs the maintenance of parking meters and collection and handling of cash boxes.
- Responsible for the enforcement of the Town of Goderich By-Law that regulates animal care and control, if required dispatches or releases animals in accordance with all applicable legislation.
- Performs all duties and responsibilities of a Municipal Law Enforcement Officer.
- Works with and supports Parks/Cemetery Supervisor and/or Community Services and Operations Manager regarding waterfront maintenance items (i.e., communication of washroom cleaning, garbage removal, water supply issues, etc.).
- Performs other related duties as assigned.

The ideal candidate will possess the following qualifications and skills:

- Completion of a two (2) year college diploma in Police Foundations, or equivalent.
- Minimum of three (3) to four (4) years' direct experience in enforcement with direct knowledge of the concepts, practices and techniques of local government administration including 1 year of supervisory experience.
- Ontario Association of Property Standards Officers (OAPSO) Certification or willingness to complete within a reasonable time frame.
- Ontario By-Law Officer Core Competency Program Certification
- Animal Control Officer Certification
- Basic Emergency Management (BEM) Training
- Certified Emergency Management Coordinator (CEMC) Training

- Scribe Writing Course
- Incident Management System (IMS 100 and 200) Training
- Strong knowledge of Provincial Offence Act, Criminal Code of Canada, Police Services Act, Ontario Evidence Act, Canada Charter of Rights & Freedoms, and other legislation related to field work.
- Working knowledge of Dog Owners Liability Act
- Knowledge of the concepts, practices, and techniques of local government administration; in-depth knowledge of municipal law enforcement with the ability to interpret municipal policies and by-laws; and knowledge and experience with legal principles and processes.
- Strong interpersonal, communication and conflict resolution skills to interact effectively with all staff, Council, and the public.
- Valid Ontario Driver's Licence.
- Valid Ontario Outdoor Card considered an asset.
- Valid Firearms Licence considered an asset.
- Valid First Aid/CPR
- Satisfactory Criminal Records Check (CRC)

The rate of pay for this position is \$42.09 to \$50.10 per hour. The hours of work are scheduled within the core operating hours of 8 AM – 4 PM, Monday through Friday, working 35 hours per week. However, this position will be required to respond to phone calls from the Chief Administrative Officer, and/or the Director of Community Services, Infrastructure and Operations to meet the demands of the department. The position acts as the primary escalation point for MLEO and Crossing Guard staff during normal working day, as well as provide on-call or after-hours managerial oversight when operational demands peak, and steps in to resolve high-priority or escalated incidents that require executive direction. Work can include extraordinary and long hours due to seasonal fluctuation in by-law response activity or other emergencies that may arise. Overtime may be required to achieve and meet deadlines that are imposed by legislation, Council's direction, or established procedures. This position is for an existing vacancy in the Department.

The Town of Goderich offers an OMERS Pension Plan, Employee Recognition Programs, and a Professional Development Program. The Town of Goderich offers a comprehensive health benefits package, including dental care, vision care, prescription drug coverage, paramedical services and much more to full-time employees. The Town of Goderich promotes a productive team environment for personal growth and success.

Qualified candidates are invited to email their letter of application and resume (one PDF document) with 2026-21-FT Municipal Law Enforcement Manager on the subject line to hr@goderich.ca by 4 PM, Wednesday, June 17, 2026. Interviews will be held during the week of June 22, 2026. The Town does not use Artificial Intelligence (AI) at any stage of the recruitment process.

Town of Goderich – Human Resources
57 West Street

GODERICH, Ontario N7A 2K5

Only those individuals selected for an interview will be contacted. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act. The Town of Goderich is an equal opportunity employer.

The Town of Goderich is committed to fostering a positive and progressive workforce that is representative of the citizens we serve. We will provide equitable treatment and accommodation to ensure barrier-free employment.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and the Town of Goderich's Integrated Accessibility Standard, a request for accommodation will be accepted as part of the Town.