

# Job Profile

Guided by the goals and objectives of the City of Guelph Corporate Administrative Plan and committed to the Corporate Values of integrity, excellence and wellness, the candidate will aid in the achievement of the Community Vision – to be the city that makes a difference.

## **Hours of Work**

Based on an “averaged” forty-two (42) hour work week. Shifts will be 12 hours each; 8am-8pm, 8pm-8am, in accordance with the collective agreement.

## **DUTIES**

- Ensure compliance with specified City bylaws either on foot patrol, bicycle or on mobile patrol, both proactively and reactively.
- Conduct random and scheduled on-site inspections.
- Assist other agencies with respect to investigations involving City bylaws.
- Dispatch duties including receiving and addressing public and other agency requests for compliance on City bylaws.
- Maintain detailed and accurate records.
- Represent the City in Court.
- Respond to complaints and public inquiries, both verbally and in writing.
- Public Relations activities.
- Serve the public at City facilities where required.
- Provide Security type duties for City facilities where required.
- Provide back up support to crossing guard operations as needed.
- Perform other related duties as assigned.

## **QUALIFICATIONS:**

- Experience related to the duties listed above, normally acquired through the completion of post-secondary diploma program in Law and Security or Police Foundations and 1 – 2 years’ experience in law enforcement or security work. Candidates with an equivalent combination of education and experience may be considered.
- Must possess a valid Class “G” driver’s licence with a good driving record. Successful candidates will be required to provide a current driver’s abstract prior to their start date to confirm their licence is held in good standing and that it has not been suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5 years. The City of Guelph will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets our requirements.
- Municipal by law enforcement experience would be a definite asset.
- Knowledge of municipal bylaws and the Provincial Offences Act would be an asset.
- Must be a self-motivated, self-disciplined worker.
- Possess excellent leadership, team, and communication skills and present a pleasant demeanor with the public.
- Excellent customer service skills with sound judgment and decision making skills.
- Excellent interpersonal skills with the ability to work independently and in a team environment.

- Must be able to perform the physical requirements of the job which includes walking, sitting and standing for extended periods of time.
- As a condition of offer, the applicant will undergo screening to ensure that they are capable of meeting the physical requirements of the position. Screenings are directly related to the physical demands of the position and will include (but are not limited to) functional capacity evaluation, audiometric and vision screening.
- Knowledge of the Occupational Health and Safety Act.
- A satisfactory Police Record Check (including vulnerable sector screening) would be required at time of offer.

**\*THIS IS A SAMPLE JOB PROFILE.PLEASE VIEW THE "CAREERS/JOBS" PAGE FORCURRENT OPENINGS THAT WE ARE ACTIVELY RECRUITING FOR\***