



Job Number: #2026-018
Vacancy Status: New Position
Posting Date: May 11, 2026
Deadline: June 1, 2026, 11:59 PM

**CLEARVIEW
TOWNSHIP**

Municipal Law Enforcement Officer – Licensing

The Corporation of the Township of Clearview

Clearview Township is currently seeking one (1) permanent full-time (35 hours per week) Municipal Law Enforcement Officer - Licensing. The primary location of work is on-site at the Township's Administration Centre, located at 217 Gideon Street, Stayner.

Clearview Township is located in a region that has a long history as one of Ontario's favourite tourist and vacation destinations, attracting over two million visitors annually. Our community offers all the modern urban amenities with the attractiveness and friendly charm of a small-town quality of life.

Key Accountabilities:

Reporting to the Supervisor, By-Law, the Municipal Law Enforcement Officer – Licensing is primarily responsible for administering and enforcing Township licensing by-laws and regulations. The position investigates and responds to licensing-related inquiries and compliance matters involving vendors, short-term rental licensing, special events, and other regulated licensing activities. Additional responsibilities include enforcing municipal parking by-laws, addressing property standards and zoning concerns, carrying out animal control duties, and preparing detailed reports and maintaining accurate records.

Qualifications:

- Diploma in Law and Security Program or Police Foundations, or related field, together with minimum three (3) years of experience.
- Preference given to certificate of completion of the Municipal Law Enforcement Officer Certification (MLOE) and Certified Property Standards Officer
- Thorough working knowledge of Microsoft Windows and Office applications and the ability to produce detailed reports and ensure good record keeping.
- Proven ability with enforcement, investigation and inspection practices and procedures.
- Proven conflict management skills required.
- Excellent analytical, problem solving, decision making, public relations and customer services skills.
- Excellent organizational, time management, interpersonal and communication skills.
- Ability to multi-task, cope with interruptions and work under pressure to meet multiple deadlines, exercise discretion and good judgment particularly when handling highly confidential/sensitive information.
- Possess a high level of initiative and personal integrity.
- Ability to work evenings and weekends.
- Satisfactory Criminal Record Check.
- Valid Class "G" Driver's License in good standing is essential.

Note: The preferred candidate must be willing to provide consent for the Township to conduct a Criminal Background Check and Vulnerable Sector Check prior to finalizing an employment offer.

Salary:

Salary range offered for this position is \$68,720 to \$84,370 per annum and includes a comprehensive benefit package.

How to Apply:

Interested candidates are invited to forward their resume and a covering letter quoting **job # 2026-018** to Human Resources **by June 1, 2026, 2026, at 11:59 pm** to: hr@clearview.ca

We thank all applicants for their interest; however, only those applicants selected for an interview will be contacted. No phone calls, please. The Township of Clearview does not use Artificial Intelligence (AI) technology at any stage of the recruitment process. The Township of Clearview is an equal opportunity employer. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

Please visit: www.clearview.ca