



CONTRACT OPPORTUNITY

By-Law Enforcement / Animal Control Officer *Independent Contract Position*

Position Summary

The Township of Ear Falls is seeking an independent contractor to provide municipal by-law enforcement and animal control services on an on-call and as-required basis. The contractor will respond to complaints, investigate potential violations, educate residents, and document enforcement activities in accordance with Township by-laws and policies, and direction provided by the Clerk Treasurer Administrator.

Qualifications Required

- High School Graduate
- Experience in Municipal By-Law Enforcement, Animal Control, Law Enforcement, Investigations or a related field is considered an asset.
- Strong communication, conflict resolution, judgment and documentation skills.
- Ability to work independently and deal professionally with the public in difficult situations
- Valid G Driver's Licence is required
- Ability to provide satisfactory proof of insurance and any other documentation required by the Township

Contract Compensation

Compensation will be in accordance with the terms of the contract agreement and will include an annual retainer and compensation for services provided.

Closing Date for Applications

Thursday, October 22nd, 2026 at 11:00 a.m.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, S.O. 2001, c. 25 and will be used for the purpose of job selection.

Employment Equity is a factor in selection. Applicants are encouraged to indicate in their covering letter if they are from any of the following groups: Aboriginal people, visible minorities and persons with a disability.

We thank all who apply and advise that only those selected for further consideration will be contacted.

Inquiries should be directed to Shannon Jeffries, Clerk Treasurer Administrator – Phone (807) 222-3624 ext. 27.

Applications should be directed to Shannon Jeffries, Clerk Treasurer Administrator, at the address listed below or to sieffries@ear-falls.com.