



JOIN OUR TEAM REJOIGNEZ NOTRE ÉQUIPE



The Toronto Port Authority owns and operates:
L'Administration portuaire de Toronto possède et exploite:

AÉROPORT DE TORONTO
BILLY BISHOP
TORONTO CITY AIRPORT

PORT OF TORONTO

OUTER HARBOUR
MARINA
DE L'AVANT-PORT

The Toronto Port Authority operates the Billy Bishop Toronto City Airport, the Port of Toronto and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront for all to enjoy.

The Toronto Port Authority has the following permanent, full-time opportunity awaiting you:

ENFORCEMENT OFFICER

The Enforcement Officer is a frontline role responsible for ensuring safety, security, and regulatory compliance across airport, marine, and port operations at Billy Bishop Toronto City Airport and the Port of Toronto. The position enforces legislation, security plans, and organizational policies while conducting patrols, inspections, investigations, screenings, and incident response on both land and water. As a first responder, the officer may lead on-scene emergency coordination with internal teams and external agencies. The role also serves as a public-facing representative of the Toronto Port Authority, providing professional, respectful, and bilingual customer service and educating passengers, boaters, and stakeholders on safety and compliance requirements.

RESPONSIBILITIES

General activities and functions include, but are not limited to:

- Respond to security, safety, and operational incidents across airport, water, and port areas.
- Maintain aviation and marine safety and security compliance through active patrols and monitoring.

- Enforce legislation, bylaws, directives, and security plans governing aerodrome and marine operations.
- Conduct passenger, vehicle, and vessel screenings to prevent unauthorized access or prohibited items.
- Stop, board, and inspect vessels for required operator licences and safety equipment.
- Identify, investigate, and document suspicious behaviour through observation and CCTV monitoring.
- Issue warnings, citations, administrative penalties, and escalate criminal matters when appropriate.
- Apprehend individuals when required to maintain safety and security.
- Control access to restricted and secure areas, including airside, marine exclusion zones, and harbour waters.
- Lead or support emergency response as a trained first responder, including on-scene command.
- Coordinate with internal teams and external agencies during emergencies and irregular operations.
- Participate in emergency exercises and maintain proficiency in IMS and emergency response plans.
- Provide crowd control and escorts for emergency vehicles in airport or port movement areas.
- Educate passengers, boaters, and stakeholders on safety, compliance, and regulatory requirements.
- Assist persons with disabilities in accordance with accessibility regulations.
- Deliver professional, bilingual customer service and respond to public inquiries and complaints.
- Report hazards, follow PPE requirements, and ensure compliance with health and safety policies.
- Maintain current knowledge of applicable legislation, corporate policies, and SOPs.
- Use resources responsibly, support efficient operations, and suggest service or process improvements.
- Support technology governance by ensuring proper control of devices, access, and cyber-risk reporting.
- Build and maintain positive relationships with external partners, stakeholders, and industry contacts.
- Prepare detailed incident reports, logs, and documentation while ensuring privacy and confidentiality.
- Secure and appropriately handle sensitive information and confidential materials.
- Participate in training, professional development, and internal committees to support organizational goals.
- Assist other departments and perform additional duties to ensure smooth airport and port operations.

Note: This position description is intended to describe the general level and nature of the position and is not an exhaustive list of all tasks assigned in the performance of the position.

SKILLS AND EXPERIENCE

- Post-secondary education in law enforcement, security or aviation/marine operations or equivalent experience.
- Minimum 2 years of experience in safety or security enforcement in an aviation or marine environment.
- Customer service focused, can interact tactfully and respectfully with the public and other stakeholders.
- Experience enforcing legislation, policies and regulations.
- Knowledge of Criminal Code of Canada, CSA 2001, Canada Marine Act, Canadian Aviation Regulations, Canadian Aviation Security Regulations, Canada Shipping Act, 2001, Vessel Operation Restriction Regulations (VORR), and other relevant regulations.

- Knowledge of enforcement and investigation techniques, methods and procedures, lawful searches and evidence handling".
- Experience with de-escalating situations or confrontations.
- Certificate in CPI – Non-Violent Crisis Prevention and Intervention is an asset.
- Possess sound judgement and the ability to effectively problem solve and/or escalate accordingly in highly stressful situations.
- Able to maintain confidentiality of sensitive information.
- Able to follow and work within a rank based organizational structure.
- Superior interpersonal skills, able to interact in a professional, positive manner, able to build trusting relationships and be a team player.
- Resourceful self-starter, able to work independently and within a team environment.
- Advanced professional judgement, high integrity, and solutions oriented.
- Able to multi-task with a focus on detailed and accurate data entry while managing frequent interruptions.
- Excellent, effective communication skills, both oral and in written format, creating and delivering business presentations.
- Highly organized, possessing a solid ability to plan and follow up.
- Incident Management System (IMS) 200 or 300 is considered an asset.
- Able to operate vehicles equipped with emergency lights and badging.
- Able to wear and maintain a uniform, including body armor and duty belt with use of force equipment.

MANDATORY LICENSES AND QUALIFICATIONS

- Fluent in English and French – oral and written.
- Maintain a Transport Canada Security Clearance.
- Maintain the ability to be designated as an Enforcement Officer pursuant to the Canada Marine Act.
- Ability to meet the training requirements and evaluation criteria for aerodrome security personnel.
- Use of Force Qualification (annual recertification required).
- Maintain ability to use empty hand self-defence techniques, defensive weapons and restraint techniques to carry out enforcement duties and restrain individuals if necessary.
- Maintain a Radio Restricted Operator's Certificate Aeronautical (ROC-A) and Maritime (ROC-M).
- Maintain a "D" class Airside Vehicle Operator Permit.
- Maintain a valid Standard First Aid and CPR certificate.
- Maintain Port of Toronto Power Vessel Operator Permit.
- Ability to swim.
- Ability to work outdoors in all weather conditions.
- Valid Ontario 'G' driver's license.
- Small Vessel Operator Proficiency (SVOP).
- Marine Emergency Duties (A3/SDV-BS).
- Obtain Incident Management System (IMS) 200.

WORK ENVIRONMENT/ PHYSICAL DEMANDS

- Frequently working outdoors in all weather conditions (heat, rain, cold).
- Prolonged or repetitive walking and standing.
- General office environment for administrative tasks, with limited privacy and background noise from computers and office equipment.
- Standing, walking, bending, pushing, pulling, moderate lifting, and occasional sitting for paperwork.
- Job hazards may include musculoskeletal disorders (repetitive strain), neck, shoulder, and back fatigue, and eye strain.
- Use of specialized equipment such as radios or other portable communication devices, telephones, computers, printers, photocopiers, and shredders.
- Additional hazards may include working near or around water, noise from aircraft, heavy equipment, and exposure to chemicals.
- Ability to safely lift, carry, and move materials up to 25 kg (50 lbs) as required.
- Must be in good physical condition and able to climb stairs and ladders, bend, walk, lift, and carry.

Interested and qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to:

careers@torontoportauthority.com

In the subject line, please quote: **ENFORCEMENT OFFICER**

By submitting a resume and/or job application materials, you consent to the Toronto Port Authority collecting, using, and disclosing your personal information for the purposes of present or future job opportunities, in accordance with our Privacy Policy.

Licenses and other documentation may be requested from candidates moving on to an interview.

We thank all applicants for their interest. However, only applicants selected for an interview will be contacted. The Toronto Port Authority is an equal opportunity employer.

To learn more about the Toronto Port Authority and the exciting work we are doing to be a city-builder and transform Toronto's waterfront go to www.TorontoPortAuthority.com