

POSITION DESCRIPTION

POSITION TITLE: By-law Enforcement Officer

DEPARTMENT: Corporate Services

IMMEDIATE SUPERVISOR: Director of Corporate Services, Township of Zorra

PURPOSE OF POSITION: To perform and carry out the duties and responsibilities of by-law enforcement within the Township.

RESPONSIBILITIES:

1. Enforce all applicable municipal by-laws as directed by the municipality, including but not limited to parking, noise, curfews, nuisance, property standards, animal control (in partnership and consultation with third party contract), regulating fireworks, debris and anti-littering, and cleaning and clearing, as well as any other by-laws or Provincial Legislation.
2. Provide coverage for municipal events including but not limited to any requested enforcement at special events (i.e. smoking and parking);
3. As directed, patrol Municipal property, including parks, to enforce by-laws and address any trespass and vandalism issues.
4. As directed, conduct investigations into municipal property standards complaints, by-law infractions or Provincial Offence infractions and determine course of action.
5. As directed, patrol the Municipality and act on any possible violation of municipal by-laws and enforcement of such by-laws.
6. Work co-operatively with Ontario Provincial Police and any other agencies on municipal related matters and respond to any requests from the Ontario Provincial Police and other agencies in regard to municipal by-law related matters.
7. Assist in any emergency situations and co-operate with all local emergency services, as needed.
8. Maintain records and provide written reports in relation to all formal complaints received and follow up with complainants.
9. In responding to a complaint, adhere to the local municipality's by-law enforcement policy with respect to the approach taken in enforcement and follow-up timelines.
10. Maintain a working knowledge of Part I, II and III of Provincial Notices and Crown briefs.
11. Maintain a working knowledge of property court procedures, evidence

procedures and Criminal Code of Canada matters. This shall include co-operating with the local courts for the Municipality.

12. Work with Municipal appointed solicitor for any legal/court proceedings, as required.
13. Enforcement services may require evening and weekend hours of response, as needed.
14. Attend Council meetings when requested.
15. Obtain and maintain current training in all areas of by-law enforcement.
16. Make recommendations to the Municipality and conduct research as necessary in relation to municipal by-laws.
17. Prepare public education and awareness materials and articles to educate the public regarding municipal by-laws and enforcement of such by-laws.
18. Carry out any other related duties as required and determined by the Municipality from time to time.
19. Work closely with and under the supervision of by-law enforcement services and building officials within each municipality (Chief Building Officials, Fire Chiefs and Municipal Clerks).

WORKING CONDITIONS:

Extensive driving is required to properly conduct on-site inspections. Significant record-keeping will occur within the By-law Enforcement Officer motor vehicle while dealing with complaints and away from the Township offices. The By-law Enforcement Officer will be provided with desk accommodation and filing facilities at the Township Municipal Building as may be required from time to time. The position may require evening and weekend investigative activities.

WORKING RELATIONSHIPS:

a. With Clerk or Fire Chief

The By-law Enforcement Officer is accountable to the Clerk or Fire Chief in the administration of By-law Enforcement for the Townships of Zorra, South-West Oxford, Blandford-Blenheim and Norwich.

b. With Chief Building Official:

The By-law Enforcement Officer may work with the Chief Building Official.

c. With Council:

Co-operation and courtesy.

d. With The Public:

With property owners, tenants, motorists, and members of the general public. With law enforcement and legal personnel, including lawyers, court officers, Justices of the Peace, by-law enforcement and police officers.

IMPACT OF ERROR:

Statutory and administrative errors could result in serious legal and administrative problems for the Township; errors in judgement, advice and administration could result in ineffective administration, unfavourable public relations, loss of credibility and morale.

CONTROL:

As the By-law Enforcement Officer, work is performed under the general direction of the Clerk/Fire Chief. It is to be recognized the legal liability and significance of his/her action(s) in the performance of his/her duties and shall have regard to the rights and entitlements of the individual, including property rights and 'right of entry' restrictions that may apply.

KNOWLEDGE & SKILLS

A working knowledge of the Provincial Offences Act; relevant Township by-laws; filing of charges, orders and summonses, court room procedures, protocol and the presentation of evidence deemed preferable but not essential.

Experience and knowledge in the preparation and presentation of Reports, both written and oral, are necessary.

QUALIFICATION REQUIREMENTS

1. Community College diploma or a graduate of Police College and/or successful completion of the training systems of the Ontario Police College or other recognized police training facility, the Municipal Law Enforcement Officer's Association or a Community College in the field of law enforcement.
2. Thorough understanding of Municipal by-laws, Provincial Offences Act, and their enforcement; understanding of legal wording, by-laws and agreements; and the Occupational Health and Safety Act.
3. Two (2) to Three (3) years' experience as a By-law Officer, preferably in a municipal environment.
4. Excellent interpersonal, project/time management, analytical, communication, presentation, public/media relations and problem-solving skills.
5. Ability to think and act strategically in a political and community service environment, to build strong and enthusiastic staff teams and external alliances/partnerships, to align departmental programs/services with corporate goals and objectives, and to champion the mission and values of the organizations.

6. Extensive experience dealing with enforcement and difficult people and situations.
7. Ability to interact effectively and courteously with all levels of staff and contacts in a Customer Service focused environment; build cooperative, collaborative working relationships with internal and external customers.
8. Experience in court litigation proceeding and the preparation and giving of evidence.
9. Ability to negotiate for gaining compliance to laws and mediate on controversial issues and concerns between parties.