

MUNICIPALITY OF NORTH MIDDLESEX

By-law Enforcement Officer

DEPARTMENT:	General Government
REPORTS TO:	Clerk
HOURS OF WORK:	21 hours/week
POSITIONS SUPERVISED:	None

POSITION SUMMARY

The By-law Enforcement Officer will identify and investigate alleged municipal by-law violations; negotiate compliance through verbal and written communication and proceed with legal action in accordance with applicable legislation and regulations.

PRINCIPAL DUTIES

1. To provide a variety of inspection, advisory and enforcement services pertaining to legislation and to the by-laws of the municipality; conducting regular patrols and performing day to day enforcement activities.
2. Designated as the Provincial Offences Officer under legislation for legal action on by-laws.
3. Act as lead contact with the Ministry of the Attorney General in seeking approval of set fines associated to By-laws.
4. Enforces by-laws through court action when necessary, including preparation of a proper crown brief, notification of witnesses and the issuance of a subpoena to ensure their presence in court.
5. Respond to complaints regarding alleged violations, conducts investigations into allegations, urging self-compliance where possible through persuasive discussion and written correspondence to violators.
6. Inspect properties to determine compliance with all municipal by-laws, including the Municipality's Zoning By-law and Property Standards By-law.
7. Research and prepare correspondence, including Orders to Comply, reports to Council and court materials as well as reports pertaining to investigations.
8. Research and provide input into municipal By-laws and present to Council
9. Responsible for animal control in the municipality and to pick up dogs without tags and transport them to an animal shelter designated by the municipality.
10. Attends Council meetings as required.
11. This position must take responsibility for personal health and safety insofar as he or she is able under the Occupational Health and Safety Act and its Regulations.
12. Performs such other related duties as may reasonably be required by the Clerk.

QUALIFICATIONS/SKILLS

1. Completion of a Municipal Law Enforcement Officer Program or a college diploma in the field of law enforcement; graduate of the Ontario Police College or other recognized police training facility.
2. MLEO certification through the Municipal Law Enforcement Officers' Association of Ontario preferred.
3. Certification as a Property Standards Officer is a requirement (or ability to obtain certification within first year).
4. Minimum of 5 years experience in a Municipal By-law Enforcement and Licensing position or related enforcement experience (preferably in a municipal environment).
5. Excellent communication skills both orally and written.
6. Ability to exercise discretion and tact and to maintain a high degree of confidentiality.
7. Strong investigative skills and sound judgement.
8. Ability to work independently.
9. Proficiency in a Windows environment with intermediate skill level in Microsoft Word, Excel and Outlook.
10. A valid Ontario Class G Driver's Licence with a clean Ministry of Transportation abstract (driver abstract required).
11. No criminal record (background check will be a requirement).

CONDITIONS OF EMPLOYMENT

1. Work is performed in both an office environment with frequent requirement to attend on-site inspections/meetings.
2. This position requires the application of established guidelines, methods and procedures.
3. Involves mental concentration, while performing a variety of duties with frequent interruptions. Mental, visual and/or aural concentration required when investigating, making notes, writing reports, etc.
4. Working environment contains moderate risk involved with entry onto private property, dealing with angry or upset residents, with regard to properties in contravention to standards and animal control.
5. External contacts include the general public, business community, OPP, Prosecutor/Crown Attorney, Provincial Offences staff and Emergency Services.
6. Ensuring the safety of residents, peers and employees

The Municipality of North Middlesex is an Equal Opportunity Employer. Accommodations will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of candidate selection.