

## Municipal Compliance & Enforcement Officer

### **Job Description**

**Position Title:** Municipal Compliance and Enforcement Officer

**Position Details:** **One Year Contract term – no benefits**  
Killaloe, Hagarty and Richards Township – 14 hours a week  
Madawaska Valley Township -21 hours a week

**Department:** Protection to Persons and Property

#### **Purpose of the Position:**

As required and directed, this contract position will ensure the proper and consistent enforcement and compliance of Municipal By-Laws within the legislative and regulatory standards set out in applicable Provincial and Municipal Acts and consistent with the operational policies of the respective municipalities.

The position is responsible for responding to complaints, investigating alleged by-law infractions and non-compliance as directed as they apply to the Ontario Building Code Act (Property Standards and Building Enforcement), Illegal dumping and/or Zoning By-Laws. The position will assist as directed in drafting correspondence and related evidence for court and prosecution briefs and recommend issuance of offence notices under the Provincial Offences Act if applicable and conducting enforcement patrols.

#### MAJOR RESPONSIBILITIES:

1. **Program/Service**
  - 1.1 Assigned duties as required with direction and oversight of the Bylaw, Building, Waste Management and/or Planning Departmental staff as applicable. Bylaw Enforcement Officer and/or the Chief Building Officer or assistant will provide guidance to enforce various municipal by-laws as adopted by Council and, as required, prosecute all breaches of said by-laws.
  - 1.2 Investigates complaints to evaluate whether municipal by-laws are being contravened and determines if the investigation warrants charges.
  - 1.3 Responds to all inquiries on by-law matters and attempts to mediate citizen disputes. Maintains detailed records of complaints and investigations, including notes and photographs. Prepares written monthly reports of by-law infractions and investigative activities.
  - 1.4 Gathers evidence and prepares necessary documentation relating to breaches of municipal by-laws.
  - 1.5 When necessary, ensures the accurate and timely filing of documentation with the Courts and follows through on court proceedings.

- 1.6 When necessary, works with the Manager of Planning, Development and Licencing on zoning contraventions and/or the Bylaw, Building, Waste Management, and office staff as required. May be required to work with the CAO/Clerk, By-Law Enforcement Officer and the municipal solicitor in respect to charges made under a by-law.
- 1.7 Assists in creating and implementing required by-laws and revisions to existing by-laws and makes departmental recommendations through a report to Council.
- 1.8 Prepares all applications to the courts as directed and/or required for the collection of set fines.
- 1.9 Prepares and delivers summons as directed and/or required.
- 1.10 Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attends all relevant in-services regarding occupational health and safety. Follows all guidelines for employees as legislated under the Ontario Occupational Health and Safety Act.
- 1.11 Other duties as assigned.

## **2. Human Resources**

- 2.1 Not responsible for the supervising or directing the work of others.

## **3. Financial Resources**

- 3.1 Provides recommendations to the CAO and Council through the Departmental Council reports regarding costs for the purpose of By-Law Enforcement and monitors such budget to ensure appropriate spending limits are adhered to.
- 3.2 Ensures the issuance of all bills and the collection of all accounts pertaining to By-Law Enforcement.

## **4. Material Resources**

- 4.1 Responsible for the proper usage of general office equipment.

## **SKILL AND EFFORT:**

## **5. Qualifications**

- 5.1 Community College diploma or successful completion of training in Police Foundations or other areas of law such as the Municipal Law Enforcement Officer's Association.

- 5.2 Building and property inspection experience and Provincial certification in Ministry qualifications and/or knowledge as set out in the Ontario Building Code an asset.
- 5.3 Thorough understanding of Municipal By-laws, Provincial Offences Act, and their enforcement; understanding of legal wording, by-laws and agreements; One (1) to two (2) years experience as a By-Law Officer, Parks Conservation, Police Foundations or Law & Security or equivalent.
- 5.4 Possess proven ability and knowledge to negotiate for gaining compliance to laws and mediate on controversial issues and concerns between parties as well as experience conducting investigations, gathering information and court litigation proceedings.
- 5.5 Issuance of fines and/or infractions including and not limited to processing infractions in court.
- 5.6 Good computer literacy is required. Ability to draft and revise correspondence and may be required to present reports/ recommendations to Departments and/or Council.
- 5.7 Excellent interpersonal, project/time management, analytical, communication, presentation, and problem-solving skills.
- 5.8 Working knowledge of Provincial Court System processes.
- 5.9 Possess a valid Ontario Driver's licence along with a clean Criminal Record.
- 5.10 Excellent communications and public relations skills.
- 5.11 High level of initiative and independent judgement, and proven ability to work with minimal supervision.

**6. Physical Skill and Effort**

- 6.1 Must possess sufficient personal mobility to permit independent visiting and inspections of sites where violations may have occurred.

**7. Decision Making and Judgement**

Work is performed independently as applicable and directed by either the Bylaw, Planning, Building and Waste Management Departments. Access is available to other municipal counterparts through personal and professional associations for the exchange of information as required. Access is available to municipal policies and procedures, legal counsel, by-laws, Provincial statutes and regulations to obtain assistance or direction in dealing with problems and issues.

- 7.1 Judgement is exercised in:
- assessing by-law violations, conducting investigations and completing reports as required
  - ensuring decisions regarding violations can be fully supported and deciding when direction or guidance is required from the Chief Administrative Officer/Clerk and/or the Planning Department, Bylaw and/or Chief Building Officer.
  - ensuring the accuracy of record keeping and preparation of court documents
  - interpreting by-laws and their application

## **8. Interpersonal Skills/Contacts**

Excellent interpersonal skills are required to interact with management, Council, staff, other government agencies and members of the public.

- 8.1 Internal
- with the Manager of Planning, Development and Licencing, CAO/Clerk and various staff in the Bylaw and/or Building Departments, the Treasurer and Council and coworkers for the exchange of information relating to by-law enforcement
- 8.2 External
- with the general public to respond to incoming inquiries and provide information regarding by-laws, and gather evidence
  - with the court, offices to seek advice and direction relating to legal proceedings
  - with the municipal solicitor to exchange information and seek advice regarding impending court cases
  - with other municipalities and government agencies as required

### WORKING CONDITIONS:

## **9. Environment**

- 9.1 Majority of work is performed in a clean office environment.
- 9.2 This position requires working from two (2) different municipalities on a weekly basis. Each municipality will provide a working space and access to municipal vehicle when required.
- 9.3 Subject to exposure to adverse weather conditions while investigating by-law infractions and at times may be exposed to abusive language and threatening behaviour.
- 9.4 Similar to other public sector positions at this level, the incumbent, from time to time, is required to deal with members of the public who may become angry and agitated.

**10. Control over Work Schedule**

- 10.1 Work schedule varies dependent upon the need to investigate infractions as they are occurring.
- 10.2 May be required to respond to emergency situations on evenings, weekends and holidays.
- 10.3 Work is performed on-demand and may cause interference with personal life and lifestyle.

**The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may be inherent in this classification.**