

JOB SUMMARY:

The By-law Enforcement and Property Standards Officer is responsible for investigating, administering and enforcing the provisions of all by-laws of the Township, as well as applicable provincial statutes.

IMMEDIATE SUPERVISOR:

Clerk / Director of Legislative Services

STATUS/HOURS

2 to 3 days per week.

KEY DUTIES & RESPONSIBILITIES:

- Investigate and track complaints and complaint areas and manage files to completion.
- Inspect properties to determine compliance with all municipal by-laws, including the Municipality's Zoning By-law and Property Standards By-law.
- Research and prepare correspondence, including Orders to Comply, reports to Council and court materials as well as reports pertaining to investigations.
- Seek out and obtain witness statements and caution statements from accused on investigative matters.
- Attend and give evidence in court.
- Act as liaison with various municipal and provincial agencies.
- Research and provide input into municipal By-laws and present to Council
- Act as lead contact with the Ministry of the Attorney General in seeking approval of set fines associated to By-laws
- Perform other related tasks or responsibilities as assigned.

QUALIFICATIONS:

- Grade 12 diploma or equivalent.
- Completion of a Municipal Law Enforcement Officer program or a college diploma in the field of law enforcement; or graduate of the Ontario Police College or other recognized police training facility.

- MLEO certification through the Municipal Law Enforcement Officers' Association of Ontario preferred.
- Certification as a Property Standards Officer considered an asset.
- Excellent communication skills both orally and written.
- Ability to exercise discretion and tact and to maintain a high degree of confidentiality.
- Strong investigative skills and sound judgment.
- Ability to work independently.
- Proficiency in a Windows environment with intermediate skill level in Microsoft Word and Outlook.
- A valid Ontario Class G Driver's License with a clean Ministry of Transportation abstract and a reliable vehicle to attend to enforcement matters within the Township.
- No criminal record (background check completed by municipality).

EQUIPMENT, MACHINES AND TOOLS USED:

Computer, printer, fax machine, photocopier, cell phone, measuring tape, measuring wheel, heat measuring device(s), camera, bite stick (baton) and animal repellent spray.

EFFORT AND WORKING CONDITIONS:

- Part-time position.
- Flexible working hours – may require evening and weekend work to respond to complaints.
- Travel within the Township's geographic boundaries as well as attendance at court as required.
- Involves mental and visual concentration.
- Requires light physical exertion.
- Working environment contains moderate risk involved with entry onto private property, dealing with angry or upset residents, properties in contravention to standards and animal control.

Approved by:

By: _____
CAO

On: _____

Revised: January 2018