

**Job Posting: #2020-28**

**Job Title: Municipal Law Enforcement Officer**

Department: Community Services

Reports To: Manager, Municipal Enforcement

Status: Temporary Full-Time Contract (January 2021 to February 2022)

Hours per Week: 35

Salary Range: \$50,589 to \$61,491

**Application Due Date: Monday November 23, 2020**

### Role Summary

Responsible for public education, promotion and enforcement of regulatory by-laws within the municipality, including performing all statutory and operational requirements of a Provincial Offences Officer as set out in the Provincial Offences Act and other applicable legislation.

### Role Specific Duties and Responsibilities

#### Parking Enforcement:

1. Patrols assigned areas on a regular basis to monitor compliance with the Municipality's parking control by-laws, and identify infractions and issue Parking Infraction Notices as applicable.
2. Maintains accurate records of Parking Infraction Notices and completes the necessary paperwork including all evidence required for Court procedures.
3. Maintains the Municipality's enforcement database by entering infraction notices, completing ARIS searches as an approved processor, preparing the required Notices/Certificates, and other required documentation.
4. Assist in preparation of Crown Briefs, attends and presents evidence in Court, as required.

#### Animal Control:

5. Performs animal control duties including, but not limited to, investigating animal complaints to ensure compliance with the Animal Control By-law, Dog Owner's Liability Act, including patrolling, capturing, containing and impounding of dogs, transporting lost animals to the municipal pound, and contacting owners. Prepare and issue charges as deemed necessary.
6. Administers the Municipality's Dog and Kennel Licencing program, including producing reminder letters, conducting inspections and follow-up visits, and prepare and issue charges for non-compliance.
7. Assist in preparation of Crown Brief, attends and presents evidence in Court, as required.

#### Other By-law Enforcement:

8. Enforces other regulatory by-laws, such as but not limited to zoning, signs, yard maintenance, licencing, as assigned by the Manager, Municipal Enforcement.
9. Performs Patrol duties as required, including Park Warden duties throughout the

summer months, monitors Municipal parks and facilities for the enforcement of municipal by-laws, issues charges where necessary.

10. Responds to general by-law inquiries/complaints. Resolves through compliance, either verbal or written with the issuance of charges as deemed necessary.
11. Assist in preparation of Crown Brief and attends and presents evidence in Court, as required.

#### Administration:

12. Receives and responds to calls, messages and e-mails from members of the public regarding by-law complaints.
13. Assigns occurrence numbers and create electronic and/or paper files for complaints.
14. Working within spheres of jurisdiction, classifies and prioritizes occurrences.
15. Refers occurrences to the Manager, Municipal Enforcement, other Municipal divisions, or other agencies as necessary.
16. Maintains excellent written notes and files, ensuring occurrence files are kept up-to-date and accurate.

#### General Duties and Accountabilities

1. Provides and maintains a high degree of confidentiality and security of information at all times. Ensures confidentiality of information provided to produce content for Council, and other sensitive information sources where information is developed prior to staff/public release.
2. Contributes to work unit goals/objectives; looks for daily opportunities to highlight the connection between service unit/corporate goals and day-to-day activities.
3. Clearly, concisely and actively communicates in a timely manner using effective communication tools and approaches.
4. Participates fully in a team environment which fosters and develops effective working relationships and high performance; supports the performance management process, including the creation of development plans to build own core competencies and personal effectiveness.
5. Works within the unit and across the organization to support a learning culture within the Municipality and one that embraces change, innovation, new trends and industry developments.
6. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
7. Provides a high standard of customer service while responding to enquires and resolving complaints from the public, staff, and Council.
8. Perform other duties as may be assigned in accordance with department and

corporate objectives.

### Required Certifications and/or Health and Safety Requirements

N/A

### Education, Skills and Experience

1. Post-secondary education in law enforcement, law and security, animal control, or police foundations and/or training through the Municipal Law Enforcement Association or Ontario Association of Property Standards Officers.
2. Minimum 1 year of previous experience in a related enforcement capacity.
3. Working knowledge of the Provincial Offences Act, with practical experience initiating legal proceedings and issuing provincial offences notices (tickets) or orders.
4. Knowledge of applicable legislation and processes related to municipal enforcement and investigation.
5. Ability to demonstrate tact and discretion, dignity and respect in handling matters of a confidential or highly sensitive nature, and to maintain confidentiality.
6. Strong interpersonal, analytical, organizational, and time management skills.
7. Excellent written and verbal communication skills.
8. Thorough working knowledge of Microsoft Windows and Office applications, and experience with enforcement database systems.
9. Valid Class "G" Driver's License and Driver's Abstract in good standing.
10. Ability to deal effectively and courteously in all aspects of the position; and to champion the corporate mission and values.

### Physical Demands and Working Conditions

- Physical demands require visual concentration, moderate standing, walking and climbing, sitting, computer usage, and occasionally lifting small animals.
- Working conditions vary between a standard office environment to an outdoor environment with exposure to weeds, animals, unsafe building/property conditions, contagions, and inclement weather conditions. May also be subject to written and verbal criticism/abuse/threats.
- Normal hours of work are 35 hours per week, including evening and weekend work.

### Contacts and Interactions

- Incumbent communicates regularly with municipal staff, contractors, suppliers, consultants, government agencies, regulatory bodies, stakeholders, and members of the public.



Interested qualified applicants are invited to forward their cover letter and resume quoting Job #2020-28 by Monday November 23, 2020 to:

[jobs@meaford.ca](mailto:jobs@meaford.ca)

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact [jobs@meaford.ca](mailto:jobs@meaford.ca).