



Employment Opportunity

Position:	By-Law Enforcement Officer
Division:	Planning & Development
Commencing:	As soon as possible
Shift:	Variable; Days; Evenings
Annual Salary:	\$52,070.00 to \$63,627.20
Deadline:	Open until filled

Please apply by submitting a completed application form, cover letter, and resume, by email to jobs@fortfrances.ca (one (1) PDF file preferred) with the subject line: By-Law Enforcement Officer.

Application forms are available online at: <http://fortfrances.ca/town/human-resources/employment-opportunities>

Please note that at present, we are only accepting external job applications by email or by fax at (807)-274-8479.

To learn more about this opportunity, please contact Alyssa Hansma, Human Resources Manager, at (807) 274-5323.



Position Description

Position Title:	By-Law Enforcement Officer
Supervisor:	Chief Administrative Officer
Employee Group:	Management/Non-Union

Position Summary

The By-Law Enforcement Officer is accountable for enforcement of municipal by-laws, which in general restrict and/or protect property rights within the Town of Fort Frances (TOFF).

Direction Received

The incumbent routinely carries out the duties and responsibilities of the position with limited supervision. The By-Law Enforcement Officer follows procedures as set out in the Municipal By-Laws and the Provincial Offences Act. As required, the incumbent confers with the Chief Administrative Officer for direction, regarding administrative matters. Work is monitored by the Chief Administrative Officer through informal weekly progress reports and by Council through monthly activity reports.

General Responsibilities

Enforces all Municipal By-Laws within the limits of the TOFF including **but not limited to:** the enforcement of Property Standards By-Law, Traffic Control By-Law, Fence By-Laws, Animal Control, Water Use By-law, Feeding of Wildlife By-Law, Building By-law and Zoning By-Law.

Acts as liaison with other agencies such as the Ontario Court of Justice, Ontario Provincial Police, Provincial Offences Office, Ministry of Natural Resources as well as other Town Divisions and Departments.

Acts as liaison with citizens, other agencies, and staff in other departments to ascertain events regarding non-compliant situations and may issue verbal or written warnings, impound animals, order vehicle tow-away, and/or proceed with legal action.

The majority of the incumbent's time is spent in the field, patrolling or investigating complaints or acting pro-actively under the animal control, property standards, traffic control

and other by-laws within the scope of the position. Complaints may be received directly from citizens or referred by other municipal departments, most frequently by police or Public Works. While patrolling pro-actively or responding to complaints, the incumbent takes action as prescribed by notification and penalty requirements.

Advises the Chief Administrative Officer of any repairs required to maintain the animal shelter facility in good order, maintains the facility to Federal/Provincial standards and regulations and sees to the care and feeding of impounded animals throughout the week. As stipulated by the Animal Control By-Law and Research for Animals Act, the By-Law Enforcement Officer ensures proper protocols are followed to ensure the health & welfare of any animal within the care of the TOFF. Frequently calls are received after hours and on weekends, and some after-hour time is required to respond to calls and ensure animal care is maintained to meet Federal or Provincial inspection guidelines.

Administers and enforces the Property Standards By-Law. Complaints regarding building and property deficiencies are received from the public or referred to the By-Law Enforcement Department by other departments, and the department proceeds to make an inspection. When a complaint involves a building code infraction, the Chief Building Official may accompany the By-Law Enforcement Officer on an inspection of the premises who will detail remedial steps which the property owner is required to take. The By-Law Enforcement Officer prepares and serves all property standards orders, liaises with property owners, tenants, and lessees to discuss property and building deficiencies. The By-Law Enforcement Officer will take such legal actions as required, which may include for issuance of certain orders and court process. The incumbent attends Property Standards Committee meetings as required to provide information and details regarding orders under appeal.

Responsible for the enforcement of the traffic control by-law. Appeals or complaints received as to the issuance of parking tickets are referred to the By-Law Enforcement Office. The By-Law Enforcement Officer recommends the cancellation of parking tickets, where the matter has justification for cancellation.

The By-Law Enforcement Officer also has the responsibility of prosecuting municipal by-laws. The By-Law Enforcement Officer may be required to attend Court (*Ontario Court of Justice, Provincial Offences Division*) as required to give evidence where citizens challenge charges issued under the various by-laws. In preparation of violations being brought before the Courts, the By-Law Enforcement Officer will liaise with the Town Prosecutor where appropriate, prepare the relevant Court documents (*disclosure*), to ensure the evidence being brought forward is accurate.

The By-Law Enforcement Officer provides input to the Chief Administrative Officer in the preparation of annual budgets for the By-Law Enforcement Department. On a monthly basis, the By-Law Enforcement Officer prepares activity reports respecting by-law enforcement for inclusion in departmental reports to the CAO and Council.

Any duties as assigned.

Qualifications

- The successful candidate will possess an O.S.S.D. or equivalent and post-secondary education in Police Foundations, Law & Security Enforcement, Investigation studies or equivalent.
- Certification by the Ontario Association of Property Standards Officers (OAPSO) and/or the Municipal Law Enforcement Officers Association (MLEOA) would be considered an asset.

- Equivalent education & experience may be considered.
- Applicants must be familiar with courtroom procedure and decorum and have knowledge of the handling evidence.
- Superior public relations and customer service skills are required, as well as the ability to deal authoritatively, but politely, with difficult customers.
- Candidate must possess excellent conflict resolution skills. We are looking for a team player with excellent negotiation, interpersonal and conflict management skills.
- The successful applicant must be prepared to adhere to a strict policy of confidentiality.
- Criminal record check required.

Effort

Composing inspection reports and orders requires continuous concentration for moderate to long periods. Calls and visits continually interrupt attention spans for short periods. Critical demands relate to regular reporting timetables and to occasional emergency calls to attend to injured and vicious animals.

Major continuous physical demands are related to sensory exertion in combination with muscular and sensory strain for prolonged periods while patrolling in a vehicle or on foot. Lifting and carrying animals weighing up to 50 lbs. over short distances requires occasional muscular exertion.

The incumbent is subject to occasional mental stress while dealing with confrontational persons subject to enforcement of by-law violations and during the prosecuting of by-law cases before the courts.

Working Conditions:

- The incumbent is required to work a seven-hour day during regular business hours, with occasional need to travel out of town on courses or meetings for short periods of time. Additional hours average up to 15% in excess of the regular workday and related mainly to call-outs and weekend care and feeding of impounded animals.
- The incumbent is required to wear a uniform and carry Town identification while on duty.
- The incumbent spends 30% of the average workday indoors in private office surroundings. The majority of the day is spent patrolling and performing animal control and by-law enforcement duties with occasional exposure to disagreeable conditions for moderate periods while cleaning cages and caring for the animal shelter.
- The incumbent may be exposed to germs and disease for short periods while handling animals and is occasionally at risk of physical injury from vicious animals.