

The Town of Parry Sound - Position Description

Date: April 10, 2018

Position Title:

By-law Enforcement Officer, Assistant Part-time

Reporting Relationship:

Reports to, and works under the direction of the By-law Enforcement Officer.

Purpose of the Position:

To provide a variety of protection and enforcement services pertaining to enforcement of municipal regulatory by-laws.

Scope of the Position:

1. As By-law Enforcement Officer, is designated as the Provincial Offences Officer under legislation for legal action on by-laws and some provincial acts and regulations.
2. Works within policies and procedures established by Council and directed by the By-law Enforcement Officer, and applicable provincial operational guidelines.
3. Serves as Animal Control Officer by catching and impounding dogs at large.
4. Enforces the Parking By-law and issues parking violations.

Responsibilities:

Part time Assistant By-law Enforcement Officer:

1. Enforcement of the provisions of all municipal by-laws pertaining to parking, animal control, property standards, clean yards, noise, dumping, licencing etc. as well as applicable provincial statutes.

2. Responds to complaints regarding alleged violations; conducts investigations into allegations; collects evidence; guides violators into compliance through persuasive discussions and written notices where possible, and if compliance is not achieved, under the direction of the By-law Enforcement Officer, initiates legal action.
3. Issues Provincial Offence Notices, Parking Infractions and Orders and provides evidence in court when required.
4. Provides information regarding municipal by-laws and other applicable legislation.
5. Acts as a public ambassador of the Town of Parry Sound providing general information and assistance to the public while carrying out by-law enforcement duties.
6. Captures and impounds dogs running at large within the municipality.
7. Provides care to impounded animals and assists in general cleaning duties at the pound facility.
8. Is responsible for compliance with occupational health and safety procedures as directed by the Occupational Health and Safety Committee.
9. Performs such other duties as may reasonably be required by the By-law Enforcement Officer.

Working Relationship and Contacts:

1. With the By-law Enforcement Officer:

- a) Receives leadership and direction vis-a-vis plans, priorities and schedules.
- b) Discusses any charges to be laid or orders to be issued prior to any action taken. Discusses as necessary, approach to be taken with complainants and the public prior to taking action.

2. With Other Staff:

- a) Courtesy, co-operation and teamwork with all staff.

3. With the Public:

- a) Explains the intent of by-laws; provides information and assistance; promotes self compliance; and initiates enforcement.

Education, Knowledge and Skill:

1. Grade 12 diploma or equivalent.
2. 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 post secondary education/training related to by-law enforcement or the equivalent experience.
3. Class "G" drivers licence in good standing.
4. Initiative and judgement.
5. Knowledge of municipal by-laws, policies, and procedures.
6. Strong public relations skills and communication skills.
7. Good analytical, organizational and communication skills.
8. Ability to persuade people to comply with by-laws; and appreciation of the need for tact and discretion.
9. Must be bondable.

Experience:

1. Minimum 3-6 months experience in by-law enforcement.
2. Some knowledge and experience with animal behaviour and handling of animals.

Impact of Error:

1. Errors in judgement and in the conduct of duties could result in inequitable application of by-laws; possible risk to public safety; possible liability situations and/or costly insurance claims.
2. At minimum, errors could result in lost credibility and poor public relations.

Physical Demands:

1. Frequently undertaking walking patrols up to 30% of working time.
2. Ability to lift dogs weighing 50-100 lbs on average once a week.
3. Ability to perform general cleaning duties including mopping, scrubbing, washing etc.

Sensory Demands:

Work involves occasional periods of concentration resulting in normal mental/sensory fatigue common to most positions.

Working Conditions:

1. Nature and variety of duties places this position in a high public profile.
2. Stress is a factor because of the reality of conflict with citizens about inspection and enforcement.
3. Required to work flexible hours/seasonal hours.
4. On occasion to be on 24-hour call.
5. Position requires occasional driving of short distances within Town limits
6. Works in all weather conditions (ie. heat, rain, cold etc.)

Control:

Works within the Corporation's by-laws and administrative policies; supervised by the By-law Enforcement Officer.