



MUNICIPAL LAW ENFORCEMENT OFFICER JOB DESCRIPTION

Department: Building and By-law Services

Reports to: Chief Building Official

Location: Various locations within the Township of McKellar, Remote Work

Position Summary:

Under the leadership of the Chief Building Official/By-law Enforcement Supervisor the Municipal Law Enforcement Officer (MLEO) will provide excellent community relations and work to achieve public compliance on a variety of municipal by-laws and applicable provincial and federal legislation. The MLEO will gather evidence, conduct inspections and prepare documentation necessary for effective enforcement of these by-laws.

The Township of McKellar expects all employees to work in an environmentally friendly way in all the tasks they do; to work in a manner that is safe for themselves and others and to be aware of their health & safety obligations; to continually look for opportunities to improve their job that will result in excellence in municipal government; and to recognize the uniqueness of the individuals they come into contact with and to treat them with dignity and respect.

Responsibilities

1. Provide timely responses to inquiries and complaints from the general public, Council, other departments and government agencies by phone or in person.
2. Issue warning notices, notices of contraventions, notices of offence, orders to comply and violation tickets as required; follow up to ensure compliance. Give evidence in court related to by-law violations when necessary.
3. Where contraventions of by-laws or other applicable legislation is identified, interact directly with persons(s) most likely to be responsible to achieve compliance with the by-laws.
4. When appropriate, initiate action through the Provincial Offences Act.
5. Triage after hours service requests to determine if a safety risk is present and take appropriate action to call out appropriate staff or agencies.
6. Establish and maintain good working relationships while remaining impartial with the public, property owners, tenants, business owners and external agencies.
7. Investigate and determine urgency of calls regarding public safety or hazards and prioritizes those that present a hazard or liability to the Township of McKellar and require immediate action.

8. Perform clerical work related to investigations of complaints, licencing and related matters. Research information and prepare monthly and annual reports to Council. Attend evening Council meetings as required.
9. Interpret laws, regulations and policies and provide advice and assistance on inquiries to the public.
10. Respond to parking complaints and illegal parking; has vehicles towed when required.
11. Enforce Provincial animal control legislation; including complaints to animals, such as dog barking or at large.
12. Identify and recommend new and or revised work methods to improve service delivery and efficiencies.
13. Must be able to manually and electronically assemble a complete case profile including detailed notes, photographic evidence, and any other documentary evidence relevant to investigations, insufficient detail to support prosecution.
14. Attend hearings and give evidence under oath based on investigations of by-law contraventions and may be required to attend Provincial Offences Court.
15. Perform other duties as assigned.

Qualifications*

1. Post-secondary diploma or courses related to justice, evidence gathering or investigation skills and or equivalent experience is preferred
2. Certification with Municipal Law Enforcement Association (MLEAO) or willing to obtain.
3. A minimum of two years related experience in municipal or provincial by-law enforcement is preferred.
4. Knowledge of municipal operations, By-laws and Provincial legislation is an asset.
5. Proficient in conflict resolution, communication, public relations, problem solving and technical writing.
6. Successful completion of a criminal background check.
7. Must have a valid "G" Driver's Licence with a clean abstract and use of a reliable vehicle.

**Education and experience are preferred but not necessarily required. Training courses/programs are available to the successful candidate.*

Physical Demands and Working Conditions

1. Must be available for twenty-four hours coverage Saturday and Sunday, and evenings Monday to Friday.
2. Must be able to respond to calls in a reasonable amount of time.
3. Varies from indoor environment to exposure to outdoors in all weather conditions.
4. Ability to work independently with minimum supervision.
5. Working in office environment, sitting.
6. Frequent vehicle operation and walking.
7. Tactful and diplomatic interactions with members of the public.
8. Ability to manage multiple and changing demands and priorities.
9. Frequent close and highly concentrated mental and visual alertness.
10. Must be able to work and attend meetings outside regular working hours.
11. Will be required to travel to various work locations.