



**POSITION DESCRIPTION**  
**BY-LAW ENFORCEMENT OFFICER**  
**October 2018**

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**REPORTS TO:**

Treasurer

**POSITION PURPOSE:**

The By-Law Enforcement Officer is responsible for enforcing municipal by-laws and providing public information to ensure the protection of residents, property and employees. This position shall be based on a flexible schedule and the incumbent shall work within the total hours allocated within a month.

**MAJOR DUTIES & RESPONSIBILITIES:**

1. To provide a variety of inspection, advisory and enforcement services pertaining to legislation and to the by-laws of the municipality.
2. Designated as the Provincial Offences Officer under legislation for legal action on by-laws.
3. Respond to complaints regarding alleged violations, conducts investigations into allegations, urging self-compliance where possible through persuasive discussion and written correspondence to violators.
4. Provides information on by-laws and enforcement conditions.
5. Enforces by-laws through court action when necessary, including preparation of a proper crown brief, notification of witnesses and the issuance of a subpoena to ensure their presence in court.
6. Be prepared to do weekend or evening patrol to observe, make notes and be prepared to charge and give testimony in Provincial Offences Court.
7. Responsible for animal control in the municipality and to pick up dogs without tags and transport them to an animal shelter designated by the municipality.
8. Must have a system in place to receive complaints 24 hours a day as complaints shall be forwarded directly to the By-Law Enforcement Officer.
9. Performs such other related duties as may reasonably be required by the Treasurer/Deputy-Clerk.
10. Attends Council meetings as required.

**EDUCATION / EXPERIENCE / SKILLS:**

1. Must have successfully completed a relevant diploma from a recognized post-secondary institution or equivalent.
2. Successful completion of By-Law Compliance Enforcement and Investigative Skills Level 1 or equivalent.
3. Minimum 4 years related experience or field investigative experience.



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4. Must have excellent verbal and written communication skills and ability to relate to elected officials, peers, and the public in a professional manner.
5. Must have a good understanding of regulatory by-laws legislation and rules.
6. Must have a good knowledge of investigation, note taking and evidence gathering techniques.
7. Must have a good knowledge of court processes and procedures and emergency response techniques.
8. Must have a valid G driver's license and access to a vehicle.

**Independence of Action**

This position requires the application of established guidelines, methods or procedures and includes a choice of methods.

**Mental Effort**

Variety of duties with frequent interruptions. Mental, visual and/or aural concentration required when, investigating, making notes or going to court.

**Physical Effort**

Work may involve physically draining and exhausting activities which may include providing assistance in emergency response situations and be involved in physically dangerous and confrontational situations.

**Dexterity**

The coordination of fine motor skills is required when operating office equipment, vehicles, taking notes, writing reports, etc.

**Accountability**

Actions could result in a minor loss of time or resources and could affect the work of others.

**Safety of Others**

A requirement of the position is to ensure the safety of residents, peers and employees.

**Supervision**

Supervisory responsibility is not normally part of the job requirement but there may be a requirement to show others how to perform tasks or duties.



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**Contacts**

Has frequent contacts for investigations, discussions, often of a sensitive and confidential nature and needs to be able to influence and persuade a person or persons to co-operate and follow the legislation.

**Working Conditions**

Work is performed mostly outside with the unavoidable externally imposed conditions. Work involves dealing with difficult individuals and includes exposure to physically dangerous and confrontational situations.

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*The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.*