

**Town of South Bruce Peninsula  
By-Law Enforcement Officer**

**Position Description**

Reports to: Director of Legislative Services / Clerk

Status: Full Time

Last Revised: November 29, 2021

Hours: 37.5 per week

Salary Grade: 8

Salary Range: (2021- 74,841 to 87,555)

**Summary of Duties**

Functions as the main point of contact for the enforcement of Town by-laws including the performance of duties under the Dog Regulating By-Law.

To enforce the provisions contained in the Property Standards By-Law.

**Qualifications**

1. Preferred graduation from community college in the field of justice, law enforcement, police foundations or in another related field
2. 5 years experience in municipal enforcement
3. Completion of Municipal Law Enforcement Officer I, II and III would be preferred
4. General knowledge of municipal government and of provincial offences, municipal by-laws and other laws, statutes and acts as they relate to the administration and enforcement of municipal by-laws
5. Minimum of 5 years supervisory experience
6. Previous clerical experience and computer skills, especially Microsoft Office, Word/Excel, and other custom software that may be in use from time to time; accurate typing skills
7. Excellent organizational, interpersonal and public relations skills, strong written and oral communication skills
8. Valid driver's license and clear driver's abstract
9. Clear criminal record check

**Responsibilities-By-Law Enforcement**

1. Enforces the provisions of Town by-laws
2. Assists with the recruiting, hiring and training of summer students and seasonal staff for the Division
3. Supervises summer students and other staff hired to assist with by-law enforcement
4. Monitors and assists with the enforcement of parking areas
5. Prepares warnings, compliance and other correspondence
6. Writes, issues, files, tracks and takes appropriate action for all tickets issued
7. May be required to appear in court from time to time
8. Answers telephone, written and in person inquiries regarding by-law enforcement
9. Patrols all areas ensuring compliance with all by-laws
10. Provides expertise and assistance with the preparation and amendment of Town by-laws when required
11. Liaises with external agencies and organizations as it relates to the enforcement of by-

laws

12. Maintains an organized and functional filing system in accordance with Town policies
13. Operates under corporate by-laws, policies and guidelines
14. Provides reports to Council outlining the activities of the By-Law Enforcement Division
15. Attends Council meetings as required
16. Performs monthly and annual reporting to government agencies, as required

### **Responsibilities-Dog Regulating**

1. Picks up/captures stray dog using appropriate equipment
2. Returns stray dogs to their owners in accordance with by-law provisions
3. Arranges for dogs to be transported and sheltered and completes paperwork at a Town approved holding centre
4. Investigates reports of dog bites, vicious dogs, dogs not leashed, dogs running at large and persons failing to purchase current dog tags and takes appropriate action
5. Issues verbal warnings, warning letters, Provincial Offence Notices and summons
6. Appears in court, if required, to defend tickets/orders issued
7. Keeps accurate records of all activities
8. Answer inquiries from the public
9. Enforces the provisions of the Dog Regulating By-Law
10. Coordinates the annual dog tag program

### **Responsibilities-Property Standards**

1. Enforces the provisions of the Property Standards By-Law
2. Performs site visits and speaks with property owners
3. Issues warning letters and orders as required
4. Maintains accurate and detailed notes and photographs
5. May be required to appear before the Property Standards Committee and/or participate in court proceedings where necessary with respect to orders issued
6. Liaises with internal Departments and external organizations as it relates to property standards

### **Working Conditions**

1. Hours will be flexible and variable and will include evenings and weekends
2. There is the requirement to respond to emergency after hours calls
3. A vehicle will be provided for use while performing duties
4. Clothing will be provided as appropriate
5. An identification badge will be provided
6. Will be required to maintain a professional and courteous attitude
7. Will be required to maintain a neat and tidy appearance
8. Physical fitness required to permit walking, standing, stooping, climbing or riding for prolonged periods of time over varied terrain
9. Rabies preventative vaccination will be provided
10. Equipment to perform duties in a safe manner will be provided as appropriate

11. There is a possibility for repeated exposure to difficult and/or upset people
12. Exposure to animals in varying states of health and temperament