

The Corporation of the Town of Gravenhurst

POSITION DESCRIPTION

Position Title:	Municipal By-Law Officer- Level 1
Area/Department:	Development Services/Building
Reports to:	Manager of By-Law Services

POSITION SUMMARY

Responsible as a recognized peace officer, appointed by council under the Police Services Act, to enforce the Town by-laws by determining and investigating alleged offences. Disposition of the offences may be by way of warnings or prosecuting offenders through the courts in accordance with the Provincial Offences Act. Willing to co-operate with all other law enforcement agencies, and will assist the manager of By-Law Services in their day-to-day duties and will undertake other duties as assigned and the Level 2 officer.

DUTIES & RESPONSIBILITIES

1. Investigates inquiries and complaints and conducts pro-active patrols regarding all Town by-laws and regulations, including but not limited to, parking, lot maintenance, property standards, animal control, drainage, signs, property standards and ensures that appropriate action is taken to resolve the matter(s) or enforce compliance and complaint response follow-up in a kind and courteous manner.
2. Enforces The Ontario Building Code Act with respect to Property Standards and Building Code Enforcement and any other legislation be it provincial or municipal, pertaining to specific enforcement criteria (Property Standards By-Law, Comprehensive Zoning By-Law, the Planning Act, Fire Protection and Prevention Act etc.)
3. Enforces Orders pursuant to the Ontario Building Code Act; issues Orders via the direction of the Chief Building Official or on a case-by-case basis; enforces Orders on behalf of the Chief Building Official, ensuring compliance and where required, proceeds with legal or compliance action; ensures Orders have been served in accordance with the Ontario Building Code Act and are properly recorded into the database.
4. Prepares detailed reports as requested by the Manager of By-Law Services on various matters related to own duties, and with respect to services provided by service area and Municipal Law Enforcement issues. Reviews by-laws, recommends and prepares amendments and updates when directed.
5. Maintains daily detailed diary (electronic or otherwise) of activities and conducts research requested by the Manager of By-Law Services.
6. Is a proactive and engaged member of the Municipal Law Enforcement team. Makes and lives up to commitments and follows up with team members to ensure satisfaction of commitments made to others. Acts as alternate designated person for Municipal Law and Police Services for hearing of First Attendance Court appearances on parking infractions in accordance with applicable legislation.
7. Initiates litigation for enforcement and collection of fines upon receiving authorization. Makes presentations and provides advice/guidance on strategies and new or pending legislation and regulatory guidelines, as necessary.

8. Keeps informed on relevant matters including legislation, regulations, practices, procedures, developments, trends, attends seminars, workshops, conferences and courses as required.
9. Uses service area equipment and fleet in a responsible fashion. Reports fleet issues to the Manager of By-Law Services.
10. Maintains effective and co-operative liaison, and exchanges information, with other staff, municipalities, government agencies, other organizations, members of the public, etc.; deals with all contacts in a courteous, friendly and efficient manner to promote a high standard of customer service and public relations at all times.
11. Requires mandatory participation in a rotating schedule, including nights, evenings, weekends, overtime and statutory holidays. Split shifts may be required.
12. Performs other duties, including special projects as may be assigned in accordance with corporate objectives.

Rate of Pay: \$14.50 to \$16.32 per hour

SUPERVISION REQUIREMENTS

Positions Supervised Directly: N/A

EDUCATION, SKILLS AND EXPERIENCE

- Previous municipal law enforcement summer experience preferred
- Mature student in a college or university law enforcement program
- Familiar with law enforcement practices and procedures
- Computer literate with Windows, Microsoft Word and Excel
- Possesses integrity, initiative, maturity, and self-control
- Ability to implement existing and future department goals and initiatives
- Ability to ride a bike for a length of time
- Follows direction
- Sense of community responsibility
- Available to respond to call outs and reach various locations within the municipality with a minimum of delay
- Valid G license with a clean drivers abstract satisfactory to the corporation (Use of own vehicle may be required)
- Must be physically able to walk long distances and climb various Muskoka terrain. As an observer and a person who collects evidence, your eyesight must be keen and acceptable according to medical standards
- Working knowledge and understanding of the Occupational Health and Safety Act and Regulations
- WHMIS 2015 certification is required for all new hires and must be presented at the time of hire.

HEALTH & SAFETY RESPONSIBILITIES:

1. Learn, understand and practice standard Town operating procedures.
2. Be familiar with and comply with the provisions of the Occupational Health and Safety Act and Regulations; and the Towns Health and Safety Policies and Procedures.
3. Take every reasonable precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
4. Report unsafe acts or conditions to a supervisor or Health and Safety Committee Representative.
5. Report any occupational injury or illness immediately to a supervisor.
6. Use personal protective equipment (PPE), where required.

7. Report any contravention of the Occupational Health and Safety Act.

PHYSICAL/PSYCHOLOGICAL DEMANDS and WORKING CONDITIONS

Environment: Work is conducted in an office environment with some exposure to criticism from the public. Ability to work in and around building and construction sites; exposure to inclement weather conditions, mechanical hazards, noise, and dust. Requirement to juggle priorities, verbally communicate to exchange information. deal with constant interruptions and changing demands during the course of a working day; occasions whereby an extremely short amount of time is available to complete a project or task (regularly); wide variety of tasks requiring ability to manage multiple projects and make independent decisions (daily); while maintaining a pleasant, professional and positive demeanour.

Physical: Requirement for sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicle.

A Normal work week constitutes 5 days per week, Monday to Friday, or as required. Flexibility in hours may be required based on operational needs.

CONTACTS

Incumbent communicates regularly with municipal staff, Provincial ministries and government agencies, staff of other municipalities, and the general public.

REVIEW/APPROVAL

Incumbent: _____ **Date:** _____

Immediate Supervisor: _____ **Date:** _____

Human Resources: _____ **Date:** _____

Affiliation: Union