

CUPE 1287 JOB DESCRIPTION

JOB TITLE	Enforcement Officer
DEPARTMENT	Building & Enforcement Department

JOB ID	WLBD02	JOB LEVEL	08
REPORTS TO	Chief Building Official	STD HRS OF WORK	35 hrs/wk

JOB SUMMARY

Responsible for investigating, administering and enforcing the provisions of all by-laws of the Township, as well as applicable provincial statutes.

QUALIFICATIONS

EDUCATION

- Completion of Grade 12 or equivalent
- Completion of a Municipal Law Enforcement Officer program or a college diploma in the field of law enforcement.
- Graduate of the Ontario Police College or other recognized police training facility, considered an asset.
- MLEO certification through the Municipal Law Enforcement Officers' Association of Ontario considered an asset.
- Certification as a Property Standards Officer considered an asset.

EXPERIENCE

- 3 years experience in enforcement, preferably in a municipal environment with responsibilities for enforcement of municipal by-laws

SKILLS

- Excellent communication skills both orally and written.
- Ability to exercise discretion and tact and to maintain a high degree of confidentiality.
- Strong investigative skills and sound judgment.
- Ability to work independently.
- Proficiency in a Windows environment with intermediate skill level in Microsoft Word and Outlook.
- Clean criminal record check.
- Working knowledge of the Building Code Act and the Ontario Building Code and regulations.

CUPE 1287 JOB DESCRIPTION

JOB TITLE	Enforcement Officer
DEPARTMENT	Building & Enforcement Department

SPECIAL CONDITIONS

- A valid Ontario Class G Driver’s License with a clean Ministry of Transportation abstract.
- Member of Ontario Association of Property Standards Officers and working toward certification preferred

RESPONSIBILITIES

1. Investigate and resolve complaints registered with the municipality with respect to municipal by-laws (clean yards, property standards, noise) and Provincial legislation, and agreements to which the Township is party to in accordance with the policies and procedures of the department.
2. Investigate complaints and perform inspections of buildings and properties for violations to ensure conformance with applicable municipal regulations and appropriate follow-up action as required by law.
3. Prepare violation tickets, orders, summons, subpoenas, and prepare related legal documents. Prepare for and appear in court as representation for the municipality.
4. Draft, swear, and serve information pursuant to the Provincial Offences Act.
5. Liaise with community members and other public agencies in an effective and courteous manner regarding municipal by-laws, programs, policies, and procedures of the department.
6. Keep informed of by-law enforcement related matters including legislation, regulations, practices, procedures, etc, through attendance at seminars, workshops, conferences, and courses as required.
7. Maintain detailed and accurate notes and files and collect evidence for legal proceedings.
8. Other duties as assigned.

JOB SPECIFICATIONS

Supervision Exercised

- None

CUPE 1287 JOB DESCRIPTION

JOB TITLE	Enforcement Officer
DEPARTMENT	Building & Enforcement Department

Independence of Action / Judgment

- Assignments involve development of solutions to diverse and inter-related problems, often having conflicting requirements, affecting an individual or affecting specific policies or programs.
- The exercise of judgement is extensive and involves complex issues.
- Consultation will usually take place in a peer group or inter-disciplinary team review.
- Schedule may vary outside of regular office hours to accommodate enforcement activity requirements

Decisions on which you seek consultation

- Unusual problems are discussed with and referred to the Chief Building Official

Relationships/Contacts

Internal:

- Employees
- Department Heads
- Occasionally Co-op Students and Volunteers
- Councillors and Municipal Legal counsel

External:

- General public
- Contractors, Suppliers and Salespeople
- Business representatives
- Representatives of professional agencies and government

Physical Demands/Dexterity

- Medium activity of long duration
 - Standing, climbing stairs, walking on uneven surfaces, lifting weights not exceeding 10 kg
 - Require the accurate coordination of fine movements
 - Keyboarding, mousing
 - Writing
 - Taking measurements and photos

CUPE 1287 JOB DESCRIPTION

JOB TITLE	Enforcement Officer
DEPARTMENT	Building & Enforcement Department

Concentration Demands

- Long periods of mental effort required frequently
- Customer Service
- Research
- Report review
- Writing
- Driving
- Inspections
- Plan review

Job Environment

- Work occurs equally indoors (office environment) and outdoors, on private, agricultural and commercial properties within the Municipality
- Work often occurs independently of others
- Exposure on occasion to people who are difficult to deal with
- Hours of work may vary as they will be dependent on enforcement needs and activities and may require early morning and weekend enforcement.

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.
