

## MUNICIPALITY OF BAYHAM JOB DESCRIPTION

<b>Position Title:</b>	By-law Enforcement Officer (Seasonal / Non-Union)
<b>Department:</b>	By-law
<b>Reports To:</b>	By-law Enforcement Officer
<b>Supervises:</b>	DIRECTLY: None
<b>Position Status:</b>	Full Time
<b>Location:</b>	Port Burwell Fire Hall – 55451 Nova Scotia Line, Port Burwell, ON *may also work secondarily out of the Bayham Municipal Office – 56169 Heritage Line, Straffordville, ON
<b>Pay Method:</b>	Hourly rate (\$19 - \$23) x up to 40 hours/week x up to 23 weeks
<b>Eligible for Group Benefits &amp; OMERS:</b>	Yes
<b>Normal Work Week:</b>	Up to 40 Hours/week (weather-dependent)
<b>On Call Required:</b>	No

**Note:** where it is not clear, the contents provided herein pertain and apply accordingly to both Municipalities, inclusive of their respective municipal Councils, CAOs, public, and other stakeholders.

## POSITION SUMMARY

Reporting to Bayham’s By-law Enforcement Officer, the Seasonal By-law Enforcement Officer is primarily responsible for beach and park-related seasonal by-law enforcement in support of Bayham’s paid parking pilot program at the East Beach from April until September. The Seasonal By-law Enforcement Officer will work positively with the public in the enforcement of parks and parking provisions by-laws and associated legislation. This position is primarily based in Port Burwell.

## DUTIES & RESPONSIBILITIES

1. Enforcement of municipal by-laws, including the following: Parking, Dog Control, Parks and Recreation, Lot Maintenance, and Noise;
2. Regular bike patrol of Port Burwell and East Beach to enforce parking, beach prohibitions, and other matters as directed;
3. Issue any permits or permissions required under the various by-laws and collect associated fees/fines;
4. Mediate and resolve conflicts between parties where possible; Issue notices, prepare

- summons, lay charges, prepare witness statements and court briefs;
5. Respond in a timely manner to resident concerns and inquiries;
  6. Assist with the use and enforcement of paid parking;
  7. Tracks and records all by-law complaints using the municipal records management system (Laserfiche);
  8. Records daily activities in log book for each municipality;
  9. Perform vehicle inspections;
  10. Provide assistance/advice to By-law Enforcement Officer as needed;
  11. Deals with public in a professional, courteous manner;
  12. Performs additional duties as assigned.

### ***Health & Safety***

- Responsible for promoting, monitoring and enforcing work practices which support the prevention of workplace illness and injury, as well as protection of the environment.
- Ensure that equipment, materials and protective devices are functioning in a safe manner and if not report to the supervisor.
- Work in accordance with municipal health and safety procedures.
- Advise contractors of the existence of any potential or actual health and safety risks.
- Take every precaution reasonable in the circumstances for the protection of yourself.
- Conduct periodic inspections and audits in accordance with legislative and/or corporate requirements.
- Ensure that all contractors adhere to safety requirements including the use of personal protective equipment.
- Support activities and initiatives outlined by the Joint Health and Safety Committee.

### ***Conduct & Inclusiveness***

All employees are expected to conduct themselves in a civil, respectful, courteous and professional manner with all co-workers and ratepayers including:

- Accept and treat equally all employees of different backgrounds including origin, age, race, ethnicity, gender and sexual orientation.
- Maintain the highest ethical standards.
- Contribute to the efforts of the team and offer assistance as needed, whether or not such assistance falls within the normal duties of job.

- Cooperate freely.
- Make every effort to maintain smooth operations of the municipality.
- Be honest, trustworthy, reliable and dependable in fulfilling all duties.
- Take direction from and work cooperatively with management.

## **EDUCATION, SKILLS & EXPERIENCE**

- Graduate of or current enrollment in a post-secondary program in Police Studies/Foundations, Law & Security, Justice & Administration or related discipline;
- Minimum 1-2 years' experience with by-law enforcement, law enforcement, security and/or provincial offences and other demonstrated knowledge and skills associated with educational background;
- Municipal Law Enforcement Officer or Ontario Association of Property Standards Officer training would be an asset.
- General knowledge of municipal operations and thorough knowledge of By-law operations;
- Demonstrated proficiency with computer software including Microsoft Office (Word, Excel, Access, PowerPoint, Publisher and Outlook) and Laserfiche;
- Valid and satisfactory "G" driver's licence;
- The ability to meet deadlines, to function well under pressure, and to respond to frequently changing demands and priorities;
- Strong interpersonal, communication skills and public relations skills;
- Ability to deal effectively with external contacts and with the public with discretion and tact;
- Ability to work independently and have proven ability to work effectively in a team environment;
- Must provide a Criminal Record Check including the vulnerable sector and pardoned sexual offenders from the Ontario Provincial Police at the applicant's expense;
- Must be willing to obtain CPR Level C with AED;
- Working knowledge of Property Standards, Ontario Court System, Provincial Offences Act, Municipal Act, Occupational Health and Safety Act, and other related Federal and Provincial Legislation; and,
- Ability to work with sensitive/confidential issues and good working knowledge of *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.

## CORE COMPETENCIES

**All Employees:**

- Teamwork & cooperation
- Work ethic
- Initiative & action
- Manage time
- Client service orientation

**Specific to By-law Enforcement Officer (Seasonal):**

- Resolve conflict
- Work under stress/independently
- Oral communications
- Balance priorities
- Solve problems
- Political acuity

## PHYSICAL DEMANDS & WORKING CONDITIONS

- Work is typically performed in a standard office setting with frequent requirement to work outdoors for site visits. Occasionally exposed to inclement weather or hazardous working environment.
- Working conditions in an outdoor environment with use of e-bike for patrol; exposure to hot conditions, noxious weeds, and unsafe building/properties.
- Incumbent is required to deal with complaints from the public on a daily basis and on occasion must deal with people who are very irate.
- Work is subject to frequent demands and shifting priorities.
- May be required to work overtime and unusual hours to attend Council meetings (evening)

## CONTACTS

**Internal:** By-law Enforcement Officer (daily)  
Other staff (weekly/as needed)

**External:** Members of the public (daily)  
Other Municipal By-law contacts (monthly)

**Public Relations:** Communication with members of the public (i.e.: general inquiries, on-site meetings, etc.).

## REVIEW/APPROVAL

<b>Current Incumbent(s):</b>		<b>Date:</b>
<b>Department Head:</b>		<b>Date:</b>
<b>CAO:</b>		<b>Date:</b>