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| **Position Title:** | Bylaw Enforcement Officer |
| **Department:** | Municipal Enforcement |
| **Employee:** |  |
| **Reports to:** | Chief Administrative Officer |

**POSITION SUMMARY**

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| To ensure the Town Bylaws, Policies and related Provincial legislation are enforced in the Town of Elk Point. |

The duties, responsibilities, and scope of this position may, from time to time, be amended, altered, or changed by the Town to meet the business, community, and/or regulatory needs of the organization.

**KEY DUTIES AND RESPONSIBILITIES**

List and describe the **5 to 7** key duties responsibilities for this position.

**Municipal Bylaws and Provincial Legislation (40%)**

* Responsible for the daily enforcement of a variety of Town of Elk Point Bylaws, either proactive basis or in response to a complaint, including, but not limited to:
* Bylaw #802 Business License
* Bylaw #793 Waste Collection and Disposal Bylaw
* Bylaw #717 Land use Bylaw
* Bylaw #799 Parking Bylaw
* Bylaw #818 Streets and Sidewalks
* Bylaw #795 Snow Removal
* Bylaw#808 Unsightly Premises
* Bylaw #798 Noise
* Municipal Government Act

**Customer Service (20%)**

* Establish a good working relation with other law enforcement agencies, community residents, businesses and other community organizations.
* Exceptional customer service, verbally and electronically.
* Participating in community, school and business events when appropriate for Enforcement Services.

**Investigations/Records (20%)**

* Ensure proper records of all investigations and complaints are maintained electronically and in accordance with Town Policy and the Freedom of Information and Protection of Privacy Act.
* Serving and executing court documents under the direction of the Town CAO or other authorized designates.

**Developing Policies/Procedures and Bylaws #4 (10%)**

* Assisting in developing Policies, Procedures and Bylaws. I.E. Unsightly Premises Bylaw.
* Adhere to Health and Safety legislation and the Town of Elk Point safe work policies and procedures at all times ensuring the protection and safety of self, co-workers, the public, and the environment.
* Developing a yearly Tactical Plan and oversee the implementation of the Plan.

**Clerical Support/Office/Vehicle #5 (10%)**

* As a contractor provide own clerical support and office as well vehicle.
* Monthly Reports provided to supervisor.

**REPORTING RELATIONSHIPS**

The following job titles and/or specific positions listed may, from time to time, be amended, altered, or changed by the Town to meet the business, community, and/or regulatory needs of the organization.

Position reports directly to the Chief Administrative Officer.

There are currently no direct or indirect reports to this position.

**EDUCATION AND EXPERIENCE**

**Education:**

**•** High School Diploma or Grade 12 (GED) plus a minimum of a two-year diploma in law enforcement. However, equivalent combination of education, training & experience may be considered.

* Must be able to obtain and retain an RCMP issued Enhanced Reliability Security Clearance.
* Will possess a valid Advanced Class 5 Operator’s License with the GDL restrictions removed.
* Will possess or willing to obtain a current Standard First Aid/CPR/AED certificate.

**KNOWLEDGE, SKILLS, ABILITIES**

* The following knowledge, skills and abilities are required in this position:
* Ability to work as a team player with minimum amount of supervision and excellent time management skills.
* Proven effective interpersonal skills in dealing with peers and other municipal staff, including the general public under all types of conditions.
* Ability to manage conflict in a calm and respectful manner.
* Strong computer skills including areas in Microsoft Suite such as Microsoft Outlook, Word, Excel, are essential.
* Ability to maintain a high degree of ethics, discretion and confidentiality.
* Strong organizational, oral and written communication skills.
* Proven ability to maintain high levels of confidentiality, manage high volumes of work and meet strict deadlines.
* Ability to work independently and accurately, with a strong attention to detail.
* Must be self-motivated to complete job responsibilities.
* Well organized, accurate and detail oriented, with an ability to prioritize workflows and meet deadlines.
* Must be able to provide and maintain a clear Enhanced Criminal Record Check.

**WORKING ENVIRONMENT, PHYSICAL DEMANDS, and MENTAL DEMANDS**

**Working Environment**

* This is classified as a safety sensitive position.
* This position is a combination of office at home and field work. This includes entering onto persons’ property with proper authority, to enforce Municipal and Provincial legislations.
* Working hours consist of 8:00 a.m.- 8:00 p.m.

**Physical Demands**

* Sitting (5-6 hours). This includes time in both a home office and vehicle setting.
* Standing (2-3 hours), which will include uneven terrain and entering and exiting a vehicle.

**Mental Demands**

* Problem Solving
* Decision Making
* Interpreting Data
* Reading/Writing

**ACKNOWLEDGEMENT AND SIGNATURES**

| I declare that I have read the contents of this job description and understand the duties, responsibilities and criteria assigned to this position. | | | |
| --- | --- | --- | --- |
| **Employee Signature:** |  | **Immediate Supervisor Signature:** |  |
| **Date:** |  | **Date:** |  |

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.