



The Township of North Dumfries is seeking applications for the position of **Municipal Law Enforcement Officer**.

Reporting directly to the Township Clerk, the Municipal Law Enforcement Officer will have responsibility for investigating, administering and enforcing various Municipal By-laws and providing public education and awareness of programs and By-laws of the Township. The Township will draw from a **roster of part-time** Municipal Law Enforcement Officers that will work scheduled shifts (overnight, days, evenings and weekends) **up to twenty-four (24) hours per week**.

The ideal candidate will possess the following qualifications:

- Community College Diploma in Law Enforcement or similar education /training;
- Experience with Municipal administrative procedures, the *Provincial Offences Act*, *Municipal Act* and practical experience initiating legal proceedings, issuing tickets, notices and/or orders;
- Knowledge related to Municipal enforcement and investigation;
- Sound judgement, excellent analytical and decision-making skills;
- Excellent customer service and communication skills.

A copy of the Job Description is available for viewing / downloading from the Township's website [\[www.northdumfries.ca\]](http://www.northdumfries.ca)

This is an excellent opportunity for a professional with a demonstrated record of accomplishment to leave your mark on a growing Municipal enterprise. The Township offers a competitive salary range of \$32.87 to \$41.08 per hour. Wages will be determined through the experience and qualifications of the selected candidates.

Submit resumes with cover letter before 12 Noon, Friday, February 15, 2019 to:

Ashley Sage, Township Clerk  
Township of North Dumfries  
2958 Greenfield Road  
P.O. Box 1060  
Ayr, Ontario NOB 1E0  
[asage@northdumfries.ca](mailto:asage@northdumfries.ca)

accommodation measures you may require during our selection process. Information received relating to accommodation needs of candidates will be addressed confidentially.

We thank all candidates for their interest, however, only those applicants selected for an interview will be contacted. Applicant information is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and will be used only for candidate selection



## JOB DESCRIPTION

### Municipal Law Enforcement Officer

**Reports To:** Township Clerk  
**Supervises:** Nil  
**Department:** Corporate Services  
**Division:** Clerks

#### Position Overview:

Reporting to the Township Clerk (or designate), the Part-time Municipal Law Enforcement Officer(s) is responsible for investigating, administering and enforcing various Municipal by-laws and providing public education and awareness of programs and by-laws of the Township. The Township will draw from a roster of Part-time Municipal Law Enforcement Officers that will work scheduled shifts (overnight, days, evenings and weekends) up to twenty-four (24) hours per week.

#### A. KEY ROLES AND RESPONSIBILITIES

1. The professional services to be delivered by the Municipal Law Enforcement Officer includes:
  - a) conduct patrols, by vehicle and foot;
  - b) respond to complaints;
  - c) conduct investigations;
  - d) prepare daily activity logs, reports and affidavits;
  - e) resolve violations through voluntary compliance;
  - f) issuing violation tickets, warnings or charges;

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- g) prepare and serve all notices, orders and correspondence related to By-law Enforcement matters as required under the *Provincial Offences Act* or similar legislation;
  - h) prepare documents for prosecution and attendance / appearances in Court; and,
  - i) respond to general by-law enquiries from residents
- 2. The range of By-laws (as may be amended from time to time) to be enforced by the Municipal Law Enforcement Officer will include, but shall not be limited to:
  - a) Property Standards By-law No. 2392-09
  - b) Clean Yards By-law No. 2394-09
  - c) Fence By-law No. 2644-14
  - d) Noise By-law No. 2609-14
  - e) Parking and Traffic By-law No. 2559-13
  - f) Parks By-law No. 2285-08
  - g) Site Alteration / Fill By-law No. 2010-084
  - h) General Zoning By-law No. 689-83
  - i) Regional Municipality of Waterloo Parking and Traffic By-law No. 16-023
  - j) Discharge of Guns or Other Fire Arms By-law No. 700-83
  - k) Keeping of Certain Animals and Class By-law No. 762-84
  - l) Hawkers & Pedlars By-law No. 1374-92
  - m) Sign By-law No. 2491-12
  - n) Fire Route By-law No. 1652-96
  - o) Licensing & Governing Mobile Food Vendors By-law No. 1758-98
- 3. Recommends to the Clerk (or designate) appropriate orders or the laying of charges as required for compliance with By-law violations.
- 4. Assists the Customer Service Representative II with the preparation of the By-law Enforcement Division's activity reports on a monthly basis.
- 5. Works collaboratively with the Fire Chief, the Chief Building Official, the Township Planner, and the Director of Community Services on matters associated with interpretation and enforcement of Township By-laws.

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6. Administers the Sign By-law with respect to portable signs, and, the Fences By-law as it relates to pools.
7. Liaises with the Waterloo Regional Police Service (WRPS) and other government agencies on matters relevant to the administration and enforcement of Township By-laws.
8. Responds to inquiries from the general public, businesses, staff and Council members for information related to By-law Enforcement matters.
9. Assists the Clerk's Division in conducting research and prepares technical reports and studies on By-law Enforcement matters, as assigned.
10. Assists the Chief Building Official administer the Township's Property Standards By-law, and, when necessary conduct investigations, files Orders and initiates Court proceedings.
11. If implemented by the Township, co-ordinates and conducts the negotiations under the Monetary Penalty Programs (AMP) for parking offences administered through the *Municipal Act*.
12. Attends Council Meetings, Advisory Committee Meetings, and other related meetings, as required.
13. Represents the Township with the other public sector partners and/or private sector partners associated with the By-law Enforcement sharing network.
14. In consultation with the Clerk's Division undertakes the preparation of advertising, promotion and outreach with respect to Township By-laws and programs that are designed to elevate awareness and voluntary compliance.
15. Performs other duties as assigned, in accordance with Departmental, Divisional or Corporate objectives.
16. Performs duties as assigned in accordance with the Township's Municipal Emergency Plan.

**B. SKILLS AND QUALIFICATIONS**

1. Minimum of two (2) year Community College Diploma in Law Enforcement or Law and Security Administration and/or training through the Municipal Law Enforcement Association or related discipline.

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2. Minimum of two (2) years of experience in a Municipal Law Enforcement position or related enforcement capacity.
3. Thorough working knowledge of Municipal administrative procedures, the *Provincial Offences Act*, and practical experience initiating legal proceedings and issuing tickets, notices and/or orders.
4. Knowledge of applicable legislation and processes related to Municipal enforcement and investigation.
5. Ability to demonstrate tact and discretion, dignity and respect in handling matters of a confidential or highly sensitive nature, and, to maintain confidentiality.
6. Demonstration of excellent interpersonal communications, customer service, organizational / time management, analytical, research and report writing skills.
7. Excellent interpersonal, organizational and communication (oral & written) skills as interaction is with a variety of individuals both inside and outside of the Corporation. Communication with the public may involve complex, detailed and emotionally charged exchanges.
8. Sound judgement, excellent analytical and decision making skills.
9. Thorough working knowledge of Microsoft Office software, Microsoft Outlook, web browser, ARIS, GIS as a viewer, and, property management software.
10. Possession of a valid Drivers' License.
11. Successful completion of a Police issued Vulnerable Sector Check and bi-annual update.
12. Must be able to work overnight, days, evenings and weekends as a rotating shift of work hours will apply.

**C. WORKING CONDITIONS**

1. The position will work both inside in an Office setting and outside under a variety of four seasons weather conditions.
2. The position requires a high level of activity and output with frequent year-round deadlines.

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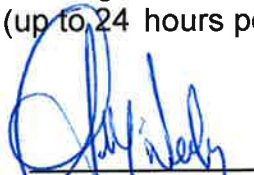
3. Considerable opportunity exists for stressful interaction with members of the Public who may be referred to this position seeking resolution of outstanding matters or enquiries related to By-law Enforcement matters.
4. Nimble and mobile and have the ability to travel by walking at a distance through buildings, uneven terrain, climbing stairs, stairs, etc
5. Judgement and reasoning is required to interpret a variety of Municipal By-laws, Provincial legislation and regulations, and, during field inspections.
6. Rotating shifts and coverage involving overnight, days, evenings and weekends.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Township of North Dumfries reserves the right to amend this position's job description any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

Salary Grade: Grade 5

Regular Work Week: Overnight, Weekday, Evening and Weekend Shift Coverage  
(up to 24 hours per week)

Prepared & Approved By: \_\_\_\_\_

  
Andrew McNeely,  
Chief Administrative Officer

Date: \_\_\_\_\_

Nov. 17, 2017