



Municipality of Dysart et al

POSITION DESCRIPTION

POSITION:	Municipal Law Enforcement Officer	
REPORTS TO:	Chief Building Official	
DATE:	March 2023	
POSITIONS SUPERVISED:	Nil	

PART I - DESCRIPTION OF JOB REQUIREMENTS

By-law Enforcement:

- Enforcement of specific municipal by-laws under the direction of the Chief Building Official. This includes but is not limited to Camping, Dog Control, Refreshment Vehicles, Advertising Signs, Noise, Parking, Property Standards, Winter Snow Clearing, Skateboards, Tourist Camps and Trailer Camps and Transient Trader By-Laws, etc.
- Encourage compliance with signs throughout the municipality by removing illegal signs and notifying owners of infractions and pick up location.
- Investigation of complaints regarding by-law breaches both during regular work hours and after hours as requested.
- Collaborates with other departments on interpretation and remedial action expectations.
- Recommends amendments to by-laws and applicable set fines for consideration of Council.
- Patrols through areas of known concern and respond to complaints for investigation.
- Issuance of Orders, Administrative Penalties, Provincial Offences Part I & III Offence Notices, Summons and Subpoenas, as necessary.
- Follow up on contraventions to ensure compliance achieved.

Parking Enforcement:

- Issues notices of impending conviction to vehicle owners.
- Retrieve ownership information from MTO database maintaining integrity of system.
- Files notices of conviction into court system.
- Collects funds from parking meters and medical centre parking gate, and complete required bank deposit.

- Completes repairs as needed and performs annual preventative maintenance to meters and parking gate.
- Regularly audit meters to ensure accuracy for purposes of defending fines
- As requested, attend events in the village for purposes of providing a municipal presence to encourage by-law compliance for such issues as parking and signage. Will also assist with setting up required barriers for parades and parking.
- At request of Director of Public Works or Roads Foreman, issue tickets for infractions to the winter snow removal by-law.

Signage

- Receive and review applications under the Advertising Sign By-Law.
- If necessary, coordinate meeting of Sign Committee to make decision.
- Encourage compliance with signage throughout the village and hamlets by removing illegal signs and notifying owners of infraction and pick up location.
- Maintain event board located at County Rd 21 and County Rd 1 intersection in terms of placing seasonal municipal events signs (e.g. Farmers' Market, Frost Festival).

Trailer Parks

- Perform annual inspection and issue licenses as appropriate
- Refer any unresolved compliance issues to relevant departments and/or Council for review
- Coordinate any necessary documentation for courts or otherwise, to support compliance efforts.

Property Standards

- Investigation of complaint
- Notify property owner of any necessary clean up requirements to comply with By-law
- Where an Order has been appealed, coordinate meeting of Property Standards Committee to address.

Animal Control:

- Retrieval of dogs running at large and provides care and maintenance of dogs in pound. This includes making special arrangements for evening and weekend care of dogs in the kennel.
- Respond to complaints of other animals including farm animals, running at large and report to appropriate authority or animal owner. (e.g. loose cow or pig on road creating safety hazard for public)

- Arranges for repairs and maintenance of Dog Pound.
- Meets annually with Province to ensure compliance with regulations

Lottery Licencing:

- Act as Lottery Licensing Officer for the Municipality as per regulations set by the Alcohol and Gaming Commission of Ontario which includes ensuring compliance of regulations, assisting charitable organizations, with license and report requirements, and filing quarterly and year-end reports to AGCO.

Sewer (ERU)

- Twice annually, physically inspect all commercial entities for purposes of confirming ERU calculations and billing.
- Changes should be reported to CBO for purposes of evaluating ERU requirements (e.g. closing restaurants)
- Provide this list to Accounts Receivable

General Administration Duties:

- Track Infractions and when compliance obtained.
- Dispatches and/or organizes daily investigations, follow ups and patrol areas.
- Prepares monthly report on by-law enforcement activities for Council information or direction.
- Research opportunities within By-law Department to realize savings of both time and resources such as employing the use of technology for inspections, etc.
- Pick-up and drop off mail daily and bank deposits as required for Finance Department.
- Recommend changes and make updates to the Municipal By-law Enforcement page on the corporate website.

PART II – The following section headings will help describe the technical skills, education, experience and working conditions under which the incumbent is required to perform the job.

Technical Skills/Education:

- Must have a good understanding of Municipal By-laws, the Provincial Offences Act and other related legislation.
- The incumbent must have a strong working knowledge of MS Office including email and internet capabilities.

- The incumbent must be willing to embrace smart phone technology.
- The incumbent must be willing to learn to use CityView.
- The incumbent must have and maintain a valid driver's license.
- The incumbent must possess strong communication, inter-personal and conflict management skills.

Experience/Training:

- A minimum of two (2) year's previous Municipal Law Enforcement experience preferred.
- Post secondary education degree or diploma. Preference given if in a related field.
- Must be willing to complete required training such as Health and Safety, I.T., Violence in the Workplace, Harassment, etc.
- Willingness to take further training as required to keep up with changing legislation.

Working Conditions:

- 40 hours per week – Monday to Friday regular hours with flexibility to alter schedule to work some evenings, weekends and variable shifts as requested.
- Required to wear uniform supplied by the Municipality
- Some heavy lifting required (Signs, boxes, coins from parking meters)
- Municipal Vehicle available for use during working hours