



Municipal Law Enforcement Officer

(Temporary until approx. May 2023)

We're recruiting energetic people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

You will proactively ensure compliance with and/or enforce regulatory and licensing by-laws, certain provincial statutes and regulations; investigate/assist in the prosecution of alleged violators; provide information to/educate the public on by-law issues and enforcement matters.

With a valid driver's license and a two (2) year college diploma in a related discipline, you possess or are working towards certification in Municipal Law Enforcement Officer certification. You are self-confident and skilled in conflict resolution/mediation, able to accept direction and complete tasks as assigned with limited supervision and professionally handle confrontational situations with tact and diplomacy. Organized and proactive, you have demonstrated the ability to adhere to strict deadlines with accuracy and quality, and excel in a multi-disciplinary environment.

This non-union position offers an hourly rate of \$28.62 (2023 rate) based on 37.50 hours per week, which includes Saturdays and Sundays.

To apply for this position please [click here](#).

***Fort Erie...a welcoming, prosperous connected
community of choice***

The deadline for receiving applications is 12:00 **NOON** local time on **Tuesday, December 13, 2022**. Only applicants chosen for interviews will be contacted. Personal information is collected pursuant the *Municipal Act, 2001, as amended* to determine eligibility for employment. The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request.

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Department: Planning and Development Services

Division: Building and Enforcement

Reports to: Coordinator, Law Enforcement

Position Objective

To ensure compliance with/enforce regulatory and licensing by-laws, certain provincial statutes and regulations; investigate/assist in the prosecution of alleged violators; provide information to/educate the public on by-law issues and enforcement matters.

Duties & Responsibilities

1. Initiate/receive complaints and/or inquiries from the public, Council members, colleagues, and outside agencies; conduct inspections/investigations in a timely fashion.
2. Understand, interpret and apply Provincial statutes, regulations, and local regulatory and licensing by-laws; enforce/ensure compliance with municipal by-laws, in particular by-laws that regulate yard maintenance, noise, fences, zoning and parking.
3. Receive and resolve problems; strive to gain voluntary compliance and assist in mediating disputes between property owners.
4. Investigate parking issues/provide parking enforcement throughout the Town, particularly in the business areas of the Town, near schools and during winter control season; liaise with the Town's parking contractor during the summer months.
5. Collect and prepare evidence; swear information; lay charges; prepare court files; coordinate and assist in prosecution of charges; attend court when necessary to give evidence under oath.
6. Issue/serve notices, summonses and orders; conduct follow-up inspections to ensure compliance.
7. Record/maintain accurate, comprehensive notes of all complaints, investigations and enforcement activities; maintain a confidential, effective and comprehensive records management system.
8. Additional duties may include the supervision of the removal of debris, abandoned vehicles; mowing of long grass /weeds.
9. Participate in Property Standards Hearings and attend property standards hearings as a witness when necessary.
10. Maintain an effective/co-operative working relationship with all municipal departments, outside government bodies, enforcement agencies, local business improvement associations, local interest groups and general contractors in relation to certain enforcement issues.
11. Advise the public on by-law enforcement matters; contribute to administrative reports.
12. Continuously review and improve municipal law enforcement procedures to identify and eliminate non-value-added processes.

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Education & Experience

- Two (2) year Community College Diploma in a directly related discipline (e.g. Law and Security Administration, Police Foundations)
- Possess or working toward Municipal Law Enforcement Officer certification
- Two (2) years relevant experience
- Valid Class G, unrestricted drivers' license with driving record acceptable to The Corporation

Knowledge

- Applied, technical knowledge of municipal law enforcement, litigation practices and procedures
- Applied knowledge of general investigative techniques
- Technical knowledge of The Municipal Act; Building Code Act; Courts of Justice Act; Provincial Offences Act
- Applied, technical knowledge of computers, office software applications, GIS databases and query software
- General knowledge of local government or public sector organization and protocol
- Possess or working toward Municipal Law Enforcement Officer Certification
- General knowledge of office procedures

Skills & Ability

- Ability to;
 - accept direction and complete tasks as assigned with limited supervision
 - adhere to strict deadlines and limitation periods
 - exercise tact, discretion and confidentiality
 - observe, collect, receive and accurately document information
 - safely operate a Corporation vehicle
 - speak and write effectively in English
 - understand, interpret and apply local by-laws
- Active listening
- Attention to detail
- Concern for image impact
- Concern for standards and quality
- Conflict resolution/mediation skill
- Integrity
- Judgement
- Planning and organizing skill
- Self-confidence

Supervision

Make give incidental guidance to other staff

Work demands

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- Irregular working hours
- Most tasks are routine; instructions and standards are clearly defined
- Close attention to detail to ensure accuracy and avoid errors
- Occasional exposure to behaviorally difficult clients
- May include extended periods of walking and standing
- Office environment and field work in all weather conditions
- Some processes have strict deadlines and limitation periods
- Regularly in/out of a vehicle
- Position includes nights, weekends, holidays and irregular shifts

Position History

This position was partially created in 2022 in response to ...

ORIGINAL SIGNED

Chief Administrative Officer

Date