



JOB TITLE: Municipal Law Enforcement Officer      CLASSIFICATION: Full-Time (Shared Service)

DEPARTMENT: By-law

REPORTS TO: Village of South River Clerk-Administrator

## POSITION SUMMARY

The Municipal Law Enforcement Officer is responsible for enforcing provincial statute, municipal by-laws and providing public information to ensure the protection of residents, property and employees. The Municipal Law Enforcement Officer provides inspection and enforcement services pertaining to Legislated Statutes and/or for the By-laws of the Corporation of the Village of South River, Corporation of the Township of Strong and the Corporation of the Township of Joly. Maintains confidentiality in all aspects of the position and will be designated as a "Provincial Offences Officer" for the Municipality.

## DUTIES & RESPONSIBILITIES

1. To provide a variety of inspection, advisory and enforcement services pertaining to federal, provincial, and/or municipal legislation including the by-laws of the municipalities.
2. Designated as the Provincial Offences Officer under legislation for legal action.
3. Designated as the Animal Control Officer, Weed Inspector, Property Standards Officer and Fence Viewer. Other designations as may be required.
4. Respond to complaints and inquiries from the public, staff, outside agencies and other enforcement or inspection units regarding regulatory by-laws, in a responsible and timely fashion.
5. Provides information on by-laws and enforcement conditions.
6. Enforces by-laws through court action when necessary, including preparation of a proper crown brief, notification of witnesses, collection of evidence, obtain witness statements, prepare and swear to informations/affidavits/summons/subpoenas and provide service of same as required.
7. To observe, make notes and be prepared to charge and give testimony in Provincial Offences Court.
8. Responsible for animal control in the municipalities and to pick up dogs without tags and transport them to an animal shelter designated by the municipality.

9. Must have a system in place to receive complaints 24 hours a day.
10. Understands and adheres to established guidelines, methods or procedures of each municipality.
11. Responsible for accurate and complete record keeping as required.
12. Must work in compliance with Occupational Health, Safety and Workplace Policies and Procedures as well as established industry guidelines.
13. Must work in compliance with the Village of South River's Employer Policies.
14. Performs other duties as mandated which may include enforcement of federal and/or provincial statutes as required.
15. Performs such other related duties and/or special projects as may reasonably be required by the Clerks of the applicable Municipality.
16. Attend and presents quarterly written reports to Council.

## **SUPERVISION REQUIREMENTS**

This position has the authority to appoint and/or designate another person to fulfill the duties of this position with written approval from the Clerk and Council.

## **CREDENTIALS/EXPERIENCE REQUIRED**

1. Must have successfully completed a relevant diploma from a recognized post-secondary institution or equivalent.
2. Minimum 2 years Municipal Law Enforcement Experience or related field, is an asset.
3. Must have excellent verbal and written communication skills and ability to relate to elected officials, peers, and the public in a professional manner.
4. Must have a good understanding of regulatory by-laws legislation and rules.
5. Must have a good knowledge of investigation, note taking and evidence gathering techniques.
6. Has frequent contacts for investigations, discussions, often of a sensitive and confidential nature and needs to be able to influence and persuade a person or persons to co-operate and follow the legislation.
7. Must maintain confidentiality.
8. Must have a good knowledge of court processes and procedures and emergency response techniques.
9. Must provide clean criminal records check and maintain same.
10. Must have a valid G driver's license and access to a vehicle.

## **PHYSICAL DEMANDS AND WORKING CONIDITIONS**

1. Must be in good physical health, and capable of performing all work, including occasional lifting, pushing and pulling objects (25 kg).
2. Work in all types of weather, times, and environmental conditions.
3. Work is performed mostly outside with the unavoidable externally imposed conditions. Work involves dealing with difficult individuals and includes exposure to physically dangerous and confrontational situations.
4. Weekend and/or evening patrol as necessary.
5. Work may involve physically draining and exhausting activities which may include providing assistance in emergency response situations and be involved in physically

dangerous and confrontational situations.

6. The coordination of fine motor skills is required when operating office equipment, vehicles, taking notes, writing reports, etc.

*May be amended by the Clerk and changes provided to the MLEO in writing*