



Job Title:	Seasonal Bylaw Enforcement Officer
Department:	Legislative Services
Reports To:	Senior Bylaw Enforcement Officer
Salary Band:	Band 1
Last Update:	January 27, 2021

Position Summary:

The Seasonal Bylaw Enforcement Officer shall be responsible for enforcing Township Bylaws and assisting with the operations at the Ramara Township Canine Shelter.

Duties and Responsibilities:

1. Bylaw Enforcement

- Enforce and educate the public on a wide range of bylaws (canine control, property standards, traffic, noise, etc.) to achieve compliance;
- Issue notices to enforce Minimum Property Maintenance and Occupancy Standards Bylaw on exterior property violations;
- Parking enforcement and issuance of tickets;
- Issue notices of violations, orders, Parts I, II and III processes of the POA;
- Perform investigations related to bylaw enforcement (interviews with the public and collection of evidence);
- Maintain POA reporting, record-keeping and compilation of evidence;
- Daily interaction with the public, other law enforcement agencies, legal and other government officials;
- Preparation of court documentation and attendance before the courts and other tribunals to give evidence.

2. Canine Control

- Respond to all complaints about dogs
- Perform follow up with the owners;
- Carry out patrols and inspections to ensure all dogs are properly tagged;
- Maintain the Bylaw Enforcement / Canine Control vehicle;
- Routinely patrol the Lagoon City Parks and Waterways Commission (LCPWC) private beach areas.

3. Shelter Duties:

- Assist with the operation of the Municipality's canine shelter.

4. Administrative Duties:

- Take incoming complaint calls and conduct investigations;
- Keep a log of calls received, hours and times worked and the number and description of the dogs seized and impounded;
- Complete paperwork for the investigation, follow up, intake and discharge of animals;
- Issue written warnings and orders for bylaw infractions;
- File confidential and legal correspondence with the Clerk's Department;
- Maintain current training as per regulations/ legislation;
- Other duties as assigned by the Senior Bylaw Enforcement Officer;
- Comply with the Occupational Health and Safety Act and Regulations and Corporate Occupational Health and Safety Program, related policies and procedures;
- Comply with and perform duties in accordance with the Code of Conduct;
- Ensure the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Supervisory Responsibilities:

- None

Education, Experience and Qualifications:

- Minimum OSSD or Grade 12
- Working knowledge in Municipal or other regulatory enforcement, interpretation application of bylaws/regulations to achieve compliance;
- A working knowledge of the Ontario Court system together with a number of Statutes;
- The ability to work flexible hours which will include nights and weekends as well as to respond to emergencies on an on-call basis;
- Excellent interpersonal skills including the ability to communicate with the public using dispute resolution and mediation, elected officials and other staff and agencies in a professional and courteous manner;
- Excellent oral and written skills and the ability to be meticulous and detail oriented;

Required Certifications:

- Ontario Driver's License (Class G) with a clean abstract



Applicable Regulations:

- Building Code Act
- Animal for Research Act R.R.O.1990 Reg 23- Pounds Care Standard
- Provincial Offences Act (P.O.A.)
- Municipal Act 2001
- Highway Traffic Act
- Dog Owners Liability Act (D.O.L.A.)
- Livestock, Poultry & Honey Bee Protection Act from Dogs
- Freedom of Information & Privacy Act

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position. The primary duties and responsibilities are intended to describe those functions that are essential to the performance of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. There are other duties and responsibilities that are considered incidental or secondary to the overall purpose of this job. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.