



The Municipality of
SOUTH DUNDAS

**Municipality of South Dundas
Employment Opportunity**

Position:	By-Law Enforcement Officer (1 Position)
Department:	Building, Planning, By-Law Department
Wage Level:	\$64,798.92-\$78,546.49
Type:	Permanent, Full-Time (Non-Union)
Hours:	35 Hour Work Week

Position Profile

Investigate violations or perceived violations of Municipal By-laws and Provincial legislation to determine the need for compliance. Collect and document evidence regarding compliance to allow for the resolution of violations in an efficient time period via mediation, remediation or legal action.

Qualifications and Experience

- Two (2) year Community Police College Certificate in Law Enforcement/Investigative Services, or equivalent (will accept a combination of education and experience that is deemed equivalent)
- Three (3) to five (5) years of related experience in a Municipal Enforcement environment
- Certification as Municipal Law Enforcement Officer (MLEO) and/or Ontario Association of Property Standards Officer (OAPSO) is preferred
- Thorough knowledge of the Provincial Offences Act, Provincial Court procedures and investigative techniques
- Excellent and effective verbal and written communication skills. Ability to be tactful, patient and courteous when dealing with the public, elected officials and staff in other service areas and meet all needs of diverse audiences/stakeholders
- Ability to work independently as well as within a team environment
- Strong attention to detail. Must be observant and methodical in conducting investigations and documenting evidence
- Ability to interpret and apply legislation such as municipal By-laws, Provincial Acts and regulations

- Strong problem-solving and conflict resolution skills
- Good organizational and report writing skills, accompanied by computer literacy
- Valid Ontario Driver's License, Class "G", with a clean driving record

Key Duties and Responsibilities

- In accordance with the policies and procedures of the Department, investigate and resolve complaints registered with the municipality with respect to municipal by-laws, Provincial legislation and agreements to which the Municipality is a party
- Perform field/site inspections for various departments
- Prepare, issue and serve Provincial Offences Act Parking Infraction Notices
- Draft Notices, Orders and other correspondence with respect to contravention of municipal by-laws, Provincial legislation and agreements to which the Municipality is a party
- Keep detailed and accurate notes and files and collect evidence for legal proceedings
- Prepare documentation for legal proceedings, serve summonses and provide evidence in court
- Assist in the development of by-law related policies and procedures; make recommendations regarding the development and amendment of regulatory by-laws
- Prepare a variety of correspondence and reports, research information and maintain files and records
- Perform other similar and related duties, as required

Note: This job description is meant to describe the general nature and level of the work being performed; it is not intended to be construed as an exhaustive list of the responsibilities, duties and skills required for the position.