

The Corporation of the Municipality of West Nipissing

**JOB DESCRIPTION**

**DATE:** April 28, 2021

<b>POSITION:</b>	<b>PART-TIME MUNICIPAL LAW ENFORCEMENT OFFICER (2 positions available)</b>
<b>REPORTING TO:</b>	Director of Corporate Services/Treasurer
<b>HOURS OF WORK:</b>	0-24 hours per week, as assigned
<b>SALARY:</b>	As per salary grid

Reporting to the Director of Corporate Services, the Municipal Law Enforcement Officer enforces municipal by-laws and provincial legislation pertaining to minimum maintenance standards of properties. This position conducts investigations and responds to community concerns while maintaining a positive, tactful demeanor with the public.

**ROLES AND RESPONSIBILITIES**

- Responsible for enforcement and education of municipal by-laws and regulations.
- Enforcement of provincial legislation and municipal bylaws pertaining to minimum maintenance standards of property.
- Patrol Municipality for enforcement of parking violations and various private properties to identify Fire Route and Disabled Parking violations.
- Identify and respond to zoning offences.
- Investigate and respond to external inquiries and/or complaints pertaining to municipal by-laws and provincial acts.
- Respond to complaints and investigate matters surrounding building maintenance and the privately-owned lands which surround them.
- Provide enforcement of vital services in dwelling units, including heat, hydro, water, hot water, gas, etc.
- Act as Municipal Weed Inspector.
- Seek compliance through negotiation and mediation, where applicable.
- Issue warning and infraction notices to ensure compliance with municipal by-laws and provincial acts.
- Conduct full investigations, including collecting evidence, witness statements, in accordance with authorizing legislation.
- Prepare reports and update databases as required.
- Prepare all necessary documentation to facilitate prosecution.
- Attend court, as necessary.
- Liaise with other municipal departments.
- Other duties related to general bylaw enforcement and investigative/court duties.

**REQUIREMENTS:**

- Minimum of two (2) years of related experience.
- College diploma/certificate in Law Enforcement, Municipal Law Enforcement, Building Regulations or equivalent.
- Proficient in both official languages (written and oral).
- Advanced interpersonal and communication skills with a customer service orientation.

- Problem solving skills, discretion, and good judgment when handling confidential/sensitive information.
  - High degree of accuracy, attention to detail, and record-keeping skills.
  - Knowledge of Building Code Act, Municipal Act, Planning Act, Provincial Offenses Act.
  - Strong computer literacy and proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint).
  - Class G driver's license in good standing.
  - Able to work shifts, including evenings, weekends, and statutory holidays.
  - Able to work outside in all weather conditions, including walking or sitting for long periods of time.
  - Valid First Aid and CPR certificates are an asset.
  - Must successfully complete Municipal Law Enforcement Foundations or equivalent training within 1 year of hire.
  - Must obtain and maintain a satisfactory Criminal Record Check, including Vulnerable Sector
  - The incumbent must be a self-starter and independent worker.
  - Ability to multi-task in a fast-paced environment, effectively prioritize activities and manage stress with a high degree of maturity and professionalism are critical.
  - Must be a proven team player with strong collaboration skills.
  - Reliable access to transportation is essential.
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Applications for this position will be accepted, in confidence, until May 17, 2021 before 4:00 pm.

**To apply, please send a detailed resume to :** Alisa Craddock  
[acraddock@westnipissing.ca](mailto:acraddock@westnipissing.ca)