



## JOB DESCRIPTION

<b>Job Title:</b> By-Law Enforcement Officer	<b>Department:</b> Fire & Emergency Services	<b>Division:</b> By-law Services	<b>Reports to:</b> Director/Fire Chief
<b>Salary Range:</b> \$31.14-\$36.64 (2023) 35 hours per week	<b>Salary Grid:</b> Group 6	<b>Date:</b> October 2023	

<b>Approval:</b>	CAO	_____
	Director	_____
	Employee	_____

The above signatures acknowledge agreement for all \_\_\_\_\_ pages of this document.

### Position Summary:

Reporting to the Director of Fire & Emergency Services/Fire Chief, the By-Law Enforcement Officer is responsible for conducting public education, enforcing municipal by-laws, and achieving resolutions to by-law infractions through voluntary compliance or prosecution. This will be accomplished by patrolling on foot, bicycle, and car to monitor Town spaces, gather evidence, conduct investigations, and issue tickets for by-law infractions.

### Qualifications:

- Post-secondary education in Criminology, Police Foundations, or a related field.
- At least two years of experience in by-law enforcement.
- Certification as a Municipal Law Enforcement Officer and Property Standards Officer is an asset or willingness to obtain.
- Knowledge of legislation related to municipal by-law enforcement.
- Proficient with computers with proficiency in a Microsoft Office environment.
- Must be physically fit and able to perform the essential duties of the position.
- Highly effective communication and customer service skills.
- Good judgement and calm demeanour in assessing potential by-law infractions.
- Ability to effectively de-escalate conflict situations.
- Demonstrated problem solving and decision-making skills.
- Must possess a Valid Class "G" license in good standing.
- Available to work evenings and weekends (10 a.m. to 7 p.m., Sunday-Wednesday or Wednesday to Saturday).



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### Position Responsibilities:

1. Conduct investigations of properties and buildings for compliance with the Town's by-laws.
2. Inform property owners/occupants or business owners/operators of by-law infractions and direct actions required to rectify correct a by-law contravention.
3. Issue tickets for infractions when required, including parking.
4. Prepare investigation reports and ensure electronic data is fully entered into the database.
5. Prepare prosecution briefs; swear to information; prepare and serve affidavits, subpoenas, and summonses; present oral testimony and demonstrative evidence for various legal or court proceedings.
6. Coordinate and conduct joint enforcement investigations with other agencies.
7. Accompany Town contractors carrying out remedial enforcement actions on a property to rectify by-law contraventions for property standards or clean yards.
8. Conduct regular daily patrols to take field notes and gather information.
9. Ensure evidence is gathered, stored, and maintained in an official and proper manner.
10. Maintain records of occurrences, calls for service, infractions, and permits.
11. Respond to public inquiries in a courteous and diplomatic manner.
12. Maintain up-to-date knowledge & understanding of the Town's by-laws, the Provincial Offences Act and other applicable legislation.
13. Assist with business licensing programs, as well as emergency preparedness initiatives.
14. Deal with animals at large and assist in the administering of pet tags.
15. Ensure the Town's Pound is operational, and animals are kept in a humane manner.
16. Assist with the implementation of Administrative Monetary Penalties and short-from wording.
17. Perform various administrative functions and undertake special projects as required.
18. Perform the responsibilities of the position within the standards set out in applicable legislation and consistent with operational policies.
19. Protect own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and ensuring overall compliance with the Township's health and safety program. Follow all guidelines and requirements for employees and employers as legislated under the Ontario Occupational Health and Safety Act.
20. Perform other related duties as assigned.



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The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

## LIMITS OF AUTHORITY

The Employer has the following limits of authority for the position of By-law Officer.	
1.	Employee will not deviate from Town of Renfrew policies and procedures.
2.	Employee will not bind the corporation.
3.	Employee will not release confidential information, or information pertaining to matters of employment or Town business not available to the public without authority from the CAO or Town Clerk.
4.	Employee will not arrest or apprehend any members of the public suspected of committing a by-law infraction.
5.	Employee will not use force on any members of the public in the discharge of their duties.