



MANAGER OF MUNICIPAL LAW ENFORCEMENT JOB POSTING

This is an opportunity for a progressive, hardworking professional to make their mark on a growing community in Ontario's Celtic Heartland. Reporting to the Director of Development – Chief Building Official (CBO), the Manager of Municipal Law Enforcement is responsible for the development, administration and enforcement of municipal by-laws and applicable provincial laws.

The ideal candidate will have the following experience and preferred qualifications:

- Post-secondary education in Police Foundations, Law and Security or a related discipline.
- Completion of a By-law Officer training program or equivalent enforcement program and have related enforcement experience or completion of the Ontario Association of Property Standards Officers Certification Program.
- Proficient knowledge of regulatory by-law legislation, policies, procedures and rules, investigation and evidence gathering techniques, training techniques and methods, court processes and procedures and public education and awareness programs concerning by-law enforcement.
- Demonstrated leadership skills, working knowledge of the Occupational Health and Safety Act, effective written communications skills including the ability to prepare reports, effective public relations and public speaking skills, research and program development skills, time and stress management skills, ability to deal effectively with people in difficult situations, decision making and negotiations skills and effective verbal and listening communications skills.
- Minimum of five (5) years combined experience in municipal by-law enforcement in a Municipal environment.
- Proficiency in the French language (oral and written) would be an asset.
- Exceptional interpersonal and communications skills with a confident and pleasant disposition to be able to defuse difficult situations.
- Maintain a valid Ontario Class G Drivers' License and clean drivers abstract.

Qualified and interested candidates are invited to submit their cover letter and resume via email to: Cyndi DeVries Human Resources Advisor, cyndi@southglengarry.com, no later than **Friday August 30, 2019 4:00pm**.

In accordance with the "Municipal Freedom of Information and Protection of Privacy Act", personal information is collected under the authority of the Municipal Act, 2001, as amended, and will be used for the purpose of candidate selection. Accommodations of persons with disabilities are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance to the HR Advisor or designate.

We thank all applicants and advise that only applicants selected for an interview will be contacted.

Job Description: Manager of Municipal Law Enforcement

<p>The Corporation of The Township of South Glengarry</p>	<p>Job Description</p>
<p>Position Title:</p>	<p>Manager of Municipal Law Enforcement</p>
<p>Group:</p>	<p>Non Union</p>
<p>Supervisor:</p>	<p>Director of Development – Chief Building Official (CBO)</p>
<p>Department:</p>	<p>Building</p>
<p>Prepared By:</p>	<p>GM- Community Services</p>
<p>Approved:</p>	<p>Council</p>
	<p>Revised:</p>
<p>Job Function:</p> <p>Reporting to the Director of Development – Chief Building Official (CBO), the Manager of Municipal Law Enforcement is responsible for the development, administration and enforcement of municipal by-laws and applicable provincial laws. Identify and investigate alleged municipal by-law violations, negotiate and gain compliance through verbal and written communication.</p>	
<p>Skills and Qualifications:</p> <ol style="list-style-type: none"> 1. Possess postsecondary education in Police Foundations, Law and Security or a related discipline 2. Completion of a by-law Officer training program or equivalent enforcement program and have related enforcement experience; or 	

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3. Completion of the Ontario Association of Property Standards Officers Certification Program.
4. Proficient knowledge of regulatory by-laws legislation, policies, procedures and rules, investigation and evidence gathering techniques, training techniques and methods, court processes and procedures and public education and awareness programs concerning by-law enforcement.
5. Demonstrated leadership skills; working knowledge of the Occupational Health and Safety Act, effective written communications skills including the ability to prepare reports; effective public relations and public speaking skills, research and program development skills, time and stress management skills, ability to deal effectively with people in difficult situations, decision making and negotiations skills and effective verbal and listening communications skills.
6. Minimum of five (5) years' combined experience in municipal by-law enforcement in a Municipal environment.
7. Proficiency in the French language both oral and written would be an asset.
8. Exceptional interpersonal and communications skills with a confident and pleasant disposition to be able to defuse difficult situations.
9. Maintain a valid Ontario Class G Drivers' License and clean drivers abstract.

Direction Received/Independent Action:

10. Ensures duties are performed with the expressed aim of protecting the Corporation from liability claims.
11. Performance is monitored by the Director of Development – CBO through the annual performance appraisal process.

Working Relationships:

Routine:

12. **Director of Development - CBO:**
Direct reporting relationship
13. **Dog Pound and Dog Catcher**
Contract manager
14. **Dog Licence Sales**

Contract manager

15. **General Public including residents and ratepayers:**

To respond to general inquiries and provide public education and awareness and promote safety.

16. **Management Team:**

To educate and enforce municipal by-laws in order to ensure a safe environment for community members. Exchanges information with all departments inside the Corporation.

Non-Routine Contacts:

17. **Mayor/Council and members of Local Boards:**

To update and exchange information as requested in the area of municipal by-law enforcement.

18. **Legal Counsel:**

Gathers evidence in an appropriate and legal manner; prepares reports; provides evidence and testimony in court proceedings.

Duties and Responsibilities:

19. Ensure compliance with all applicable Township by-laws and relevant legislation including but not limited to Zoning By-Law, Yard Maintenance, Pool Enclosures, Nuisance/Noise, Mobile Food Premise etc. and enforces the by-laws of the Township.

20. Respond to telephone, counter and written inquiries from the public, elected officials, staff and other enforcement agencies concerning by-law enforcement issues.

21. Issue Notices of Violation and Orders, when necessary conduct follow-up inspections and prepare reports relating to Notices of Violation and Orders.

22. Complete written responses to all reported incidents/written complaints related to By-Law Enforcement with implementation of corrective action when required, and in accordance with the established procedures/guidelines.

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23. Determine violations to legislation; gather evidence and obtain statements from witnesses; prepare prosecution briefs; swear to information, affidavits, subpoenas and summonses; serve subpoenas and summonses; present oral testimony and demonstrative evidence for Property Standards Appeal Tribunal and Ontario Court of Justice.
24. Maintain public relations and liaison concerning by-law awareness and enforcement
25. Responsible for animal control, including preparing and implementing contracts for the Dog Catcher/Animal Control Services and the Dog Tag Salespeople
26. Maintain the dog tag issuance and filing/tracking system. Responsible for ordering tags and placement with all contract dog tag sale locations.
27. Develop new and update existing applicable municipal by-laws as necessary.

Impact of Errors:

28. Many components of this position are subject to Acts, Regulations, by-Laws and municipal and provincial policies. Errors result in deterioration affecting organizational image or community relations.

Physical and Sensory Demands:

29. Muscular and sensory strain, combined with sensory exertion, is required for moderate periods while working at a personal computer station.
30. Daily routine involves physically dangerous and confrontational situations; exposure to a variety of environmental and weather conditions while outside of the office.
31. Environment may be noisy and busy making it difficult for the Officer to concentrate.

Mental Demands:

32. The nature and variety of duties place this position in a high public profile. Stress is a factor due to close interaction with the public regarding conflicts concerning inspections and by-law enforcement.

Working Conditions:

Hours of Work:

- 33. Required to work a 7 hour day during normal business hours however hours of work are subject to change as per the direction of the Director of Development-CBO. Hours of work may be scheduled outside of normal business hours to complete certain tasks, inspections and property visits.
- 34. Overtime is compensated as per Township Policy.

Work Environment:

- 35. Spends 20% to 30% of the average work year in a private office within a single office building; may be interrupted frequently to meet the needs and requests of residents. Remaining work day is spent outside, local travel and on-sites to assess situations related to daily job functions.

Hazards:

- 36. Usual hazards consist of slips, trips and falls or strains, heights and overexertion due to lifting. Repetitive motion injuries from keyboard activities are also a hazard. Risks including illness or personal injury during situations when exposed to the general public.