

## **JOB DESCRIPTION:**

### **TOWNSHIP OF LAIRD PART-TIME PROVINCIAL OFFENCES/BY-LAW ENFORCEMENT OFFICER**

#### **PRIMARY FUNCTION:**

By-Law Enforcement Officer is responsible for the investigation into complaints and the enforcement of the Property Standards By-law as well as other municipal by-laws.

#### **DUTIES & RESPONSIBILITIES:**

1. Administer and enforce Provincial statutes and Township of Laird By-Laws (Planning Act, Zoning By-law including enforcement of site plan control agreements and Municipal Act).
2. Provide information and interpretation of by-laws to township officials and the general public and assist in the update and review of by-laws upon request.
3. Perform field investigation of complaints and attempt to obtain compliance and where required lay charges.
4. Collect, compile and maintain evidence required for legal action and coordinate with township prosecutor on court preparation and lay information to initiate proceedings.
5. Inspect and assist in resolving safety conditions in conjunction with applicable bylaws to be enforced.
6. Provide evidence for prosecution at trials and provide further follow-up after court proceedings.
7. Attend hearings and provide witness to board at hearings, follow-up on matters concerning all orders to remedy under the applicable by-laws.
8. Provide written responses to requests with respect to outstanding Notice of Violation under the applicable by-laws.
9. Prepare reports and correspondence with regard to investigations and complaints; maintain records of complaints on a complaint tracking system, copies to the Clerk's Office.
10. Develop and maintain a thorough working knowledge of by-laws, and enforcement procedures under provincial legislation.
11. Perform other related duties as required, as assigned.

12. Review, approves, and signs compliance certificates and respond to requests regarding file status as required.

13. Maintains a working knowledge of the Township's Health & Safety procedures.

The above statement reflects the general details considered to describe the principle functions of the job and shall not be construed as a detailed description of all the work that may be inherent in the job or any other duties of a minor nature.

**EDUCATION:** (minimum formal level of education and special training necessary to perform the job)

Successful completion of a 2-year Community College diploma in a related discipline (preferably in Building Inspection, Ontario Association of Property Standards Officer (OAPSO), By-Law Enforcement, Public Administration).

**EXPERIENCE:** (minimum years of previous experience, demonstrated abilities and specific knowledge)

- 2 years of experience related to municipal law enforcement, property standards enforcement, public relations, and conflict resolution.
- Demonstrated understanding of municipal by-law enforcement procedures and methods.
- Demonstrated interpersonal skills using tact in dealing with the public in a respectful, effective manner and honesty and integrity.
- Excellent oral and written communication, time management, and organization skills.

**OTHER REQUIREMENTS:** (additional knowledge, skills or abilities, such as languages, licenses, satisfactory employment history, attendance record, etc.)

- Satisfactory health and be physically able to attend sites that involve climbing and rough terrain.
- Must own their own vehicle, have a valid driver's license and have personal insurance coverage.

Resumes can be submitted to [clerk@lairdtownship.ca](mailto:clerk@lairdtownship.ca), fax (705) 248-2238, or drop off at 3 Pumpkin Point Road W, Echo Bay, ON P0S 1C0

Resumes are accepted until Tuesday, March 14, 2023 at 5 p.m.