

Corporation of The Town Of Marathon
Position Description

Position Title: By-Law Enforcement Officer

Reports To: Corporate Services Manager

Position Description: To ensure enforcement and compliance with municipal by-laws, and also to administer the municipality's issuances of lottery and business licences, the maintenance of property standards and other duties associated with the Building Code Act.

RESPONSIBILITIES:

1. Ensure proper and consistent enforcement and compliance of municipal by-laws by explanation, mediation, penalty and, if necessary legal action.
2. Under direction of the Works, Operations, Facilities and Parks Manager, develop, review, draft and revise by-laws and reports (within the scope of duties) for approval by Council.
3. Respond to complaints from the community at large, elected officials and businesses.
4. Conduct ongoing patrols of the municipality for by-law infractions to ensure a safe environment for town residents.
5. Conduct investigations, gather and process evidence, prepare court briefs and attend court on behalf of the municipality to give testimony related to the prosecution of by-law offenders.
6. Working under the authority of the Building Code Act in the capacity of Property Standards Officer enforce property standards of the municipality, conduct investigations through, but not limited to, inspections of buildings, structures and property to ensure compliance with the Ontario Building Code and relevant municipal by-laws and other duties associated with the Building Code as directed by the Chief Building Official.
7. Responsible for the issuance, record maintenance and auditing of municipal business licences.

8. Oversee the “First Attendance” guidelines required by the municipality in respect to the parking, standing and stopping of vehicles.
9. Provide public education, awareness and consultation on all facets of the By-Law Department.
10. Remain current to changes in provincial legislation. Liaise with law enforcement officials, government ministries, non-government agencies, the general public and the business community.
11. Be part of the regular rotation of the “On Call Manager” position available outside municipal office hours to respond to such calls per policy and procedures protocols.
12. Perform other duties as assigned or required.

QUALIFICATIONS:

- Successful completion of post-secondary education in a related field and/or a Municipal Law Enforcement Certificate.
- Two years of both by-law enforcement and municipal building experience would be an asset.
- Knowledge and the ability to understand the Ontario Building Code, municipal, provincial and federal statutes relevant to the position.
- Valid class “G” driver’s licence and clean driver’s abstract.
- Valid Standard First Aid/CPR certificate.
- Willing to undergo a Criminal Record Name Check, Police Record Name Check and a Vulnerable Sector Check.
- Strong oral and written communication skills, organization and time management skills and interpersonal skills.
- Ability to handle potential conflict situations and react quickly and with good judgement.
- Good observation, problem solving and decision making skills.
- Willing to work flexible hours (evenings or weekends) as required.
- Ability to work with a minimum of supervision.
- Ability to maintain a high degree of confidentiality.

EMPLOYEE’S SIGNATURE: _____

CAO/MANAGER/SUPERVISOR SIGNATURE: _____

SIGNED: _____ 20_____

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