



Town of Erin – Job Description

Building / Planning / By-law Enforcement Department

BY-LAW ENFORCEMENT AND PROPERTY STANDARDS OFFICER (1 Year Contract)

Job duties and description currently under review

Department: Building Department

Position Title: By-Law Enforcement and Property Standards Officer

Reports To: Chief Building Official

Location: Town Office

Approved Date:

PURPOSE OF POSITION

The By-law Enforcement and Property Standards Officer is responsible for investigating, administering and enforcing the provisions of all by-laws of the Town of Erin as well as applicable provincial statutes.

OVERALL SCOPE OF POSITION AND CONTROL OF CORPORATE RESOURCES

Scope of Position

- Being able to work independently with a wide range of knowledge of legislation, codes, by-laws and regulations.

Finance

- Responsible for effective risk management, liability control and due diligence.

Major Responsibilities

- Investigate and track complaints and complaint areas and manage files to completion.
- Inspect properties to determine compliance with all municipal by-laws, including the Municipality's Zoning By-law and Property Standards By-law.
- Research and prepare correspondence, including Orders to Comply, reports to Council and court materials as well as reports pertaining to investigations.
- Seek out and obtain witness statements and caution statements from accused on investigative matters.
- Attend and give evidence in court.
- Act as liaison with various municipal and provincial agencies.
- Research and provide input into municipal By-laws and present to Council

- Act as lead contact with the Ministry of the Attorney General in seeking approval of set fines associated to By-laws
- Perform other related tasks or responsibilities as assigned.

Position Requirements

Education

- Grade 12 diploma or equivalent.
- Completion of a Municipal Law Enforcement Officer program or a college diploma in the field of law enforcement; or graduate of the Ontario Police College or other recognized police training facility.
- MLEO certification through the Municipal Law Enforcement Officers’ Association of Ontario preferred.
- Certification as a Property Standards Officer considered an asset.
- Excellent communication skills both orally and written.
- Ability to exercise discretion and tact and to maintain a high degree of confidentiality.
- Strong investigative skills and sound judgment.
- Ability to work independently.
- Proficiency in a Windows environment with intermediate skill level in Microsoft Word and Outlook.
- A valid Ontario Class G Driver’s License with a clean Ministry of Transportation abstract and a reliable vehicle to attend to enforcement matters within the Township.

Experience

- Minimum five years’ experience in by-law enforcement
- Minimum five years’ experience specifically dealing with Zoning and Property Standards By-laws
- Previous municipal experience required

Equipment, Machines and Tools Used

Computer, printer, fax machine, photocopier, cell phone, measuring tape, measuring wheel, heat measuring device(s), and camera.

Effort and Working Conditions:

- Travel within and outside of the municipality.
- Attendance at court as required.
- Involves mental and visual concentration.
- Requires light physical exertion.
- Working environment contains moderate risk involved with entry onto private property and dealing with angry or upset residents.

This is a reasonable statement of the requirements of this position.

_____	_____	_____	_____
Prepared By	Date	Incumbent	Date
_____	_____	_____	_____
Department Head	Date	CAO	Date