

Town of Mahone Bay
Position Description
Bylaw Enforcement Officer
May 9, 2018



Position Description

Title: Bylaw Enforcement Officer
Reports to: Clerk
Status: Part time
Location: Town Hall, 493 Main Street
Hours: Varied

Scope:

The Bylaw Enforcement Officer is responsible for enforcing Municipal Bylaws and Policies, applicable provisions of the Municipal Government Act and conducting investigations into alleged violations. Through the course of duties, the Bylaw Enforcement Officer will be required to respond to complaints, investigate appropriately, issue summary offense tickets as required, participate in judicial hearings and court proceedings, follow law enforcement policies and procedures, and work with the RCMP. Other responsibilities will include administrative tasks such as the creation and maintenance of records and the preparation of associated reports.

Qualifications

- Bylaw enforcement experience, courses, or certification, or associated field, considered an asset.
- Strong working knowledge of the court system.
- Experience in customer service.
- Experience in report writing.
- Must possess a reliable vehicle and driver's license with a clean driving record, as travel will be required.

Skills/Knowledge/Competencies

- Ability to read and interpret provincial legislation, regulations, municipal bylaws and policies.
- Ability to write concise and complete reports.
- Ability to work with limited supervision, high level of sound and independent judgement, reasoning and discretion.
- Exceptional interpersonal and communication skills.
- Ability to work effectively to deal with conflict and difficult situations.
- Strong analytical and decision-making skills, including the ability to make decisions relative to urgency and importance.
- Ability to work as a team leader or team member in a diverse environment.

- Willingness to obtain Special Constable Status under the Nova Scotia Police Act.
- Strong morals and ethics, along with a commitment to privacy.
- Demonstrated case file management skills.
- Knowledge of computer programs including MS Word and Excel.

Summary of Duties and Responsibilities

- Educate and provide information to the public regarding Municipal Bylaws.
- Enforce Municipal Bylaws through negotiation, education and issuance of tickets and laying of charges.
- Discuss bylaw requirements with involved parties and attempt to reach an understanding and obtain voluntary compliance.
- Conduct site assessments regarding alleged Bylaw violations and Municipal Government Act (MGA) violations.
- Adhere to municipal enforcement policies and procedures in investigating and remedying non-compliance.
- Coordinate enforcement and administration of bylaw complaints with other departments.
- Document appropriate case file information while conducting site assessments and maintain detailed records.
- Send appropriate reports to property contacts, owners, tenants or authorities.
- Stand prepared to offer testimony and documentation in court as required.
- Prepare and serve Orders.
- Review established bylaws and policies and make recommendations for changes and improvements, as necessary.
- Work with Animal Control Office and provide advice, guidance and assistance as necessary.
- Conduct regular patrols and perform enforcement activities as required or scheduled.

Accountabilities

- Maintain a knowledge of relevant municipal bylaws and policies including Land Use Bylaws.
- Daily use of a computer to input inspection data and to communicate with other staff and external clients, develop correspondence and reports. Maintains clear and accurate digital and paper records.
- Attend accredited continuing education programs to maintain good standing with compulsory associations as required.