

MUNICIPALITY OF THE COUNTY OF **ANTIGONISH**

Position Description

By-Law Officer

Overview

The By Law Officer is responsible for enforcement under the Municipal Government Act and enforcing rules and regulations set by the Municipality of the County of Antigonish as set out in municipal by-laws, as well as specific legislation of the Province of Nova Scotia as identified.

Job Title: By-law Enforcement Officer (Special Constable)
Status: Full Time, Permanent
Department: Administration
Reports To: Municipal Clerk
Salary: Level 3

Behavioural Competencies

Behavioural competencies are how we behave, act, and think in the workplace. They are attained through formal and informal education and training, life and work experiences, and in our relationships.

The core competencies required by this position include:

- Customer Service
- Concern for Order
- Accuracy

Responsibilities of this Position

The following is a general outline of duties and responsibilities of the By Law Officer. This summary is not intended to be all-inclusive or limit the Municipal Clerk or CAO to expand the functions or to assign additional responsibilities.

Dog Control

- Responsible for the enforcement of dog control as outlined in the Municipality's By-law Respecting the Responsible Ownership of Dogs (Dog By-law).
- Responsible for the cleanliness, maintenance, and upkeep of pound facilities utilized by the Municipality.
- Responsible for the care of any dogs impounded under the municipal dog by-law that are being held in pound facilities.

- Responsible for responding to requests for assistance from the Royal Canadian Mounted Police (RCMP) for dog control matters at locations within the Municipality of the County of Antigonish.

By-law Enforcement

- Answering questions with respect to municipal by-laws from the public and staff.
- Responding to enforcement issues in the Municipality and conduct follow-up in accordance with departmental protocols and policies.
- Leading the development and implementation of education regarding municipal by-laws for the public, staff, and Municipal Council.
- Responding to parking provisions of the Motor Vehicle Act of the Province of Nova Scotia (and its successor).
- Conducting patrols as required to perform the duties of the position in a professional manner.
- Issuing written warnings and/or notice of parking violations to violators under the municipal by-laws of the Municipality of the County of Antigonish and the Motor Vehicle Act of the Province of Nova Scotia (and its successor).
- Conducting follow-up investigations and court action related to municipal by-laws of the Municipality of the County of Antigonish.
- Accessing necessary digital data through contact and association with the employees of the Royal Canadian Mounted Police (RCMP), Antigonish Detachment.
- Completing court-related documents (e.g. prosecutor sheets, information, summons, subpoenas, etc.) and attend court or other hearings as required.
- Providing security services at municipal elections, public meetings, or other Municipal functions as required.
- Providing traffic control as authorized by the Municipality's Traffic Authority for infrastructure work, funerals, special events, or emergencies.

Administrative

- Administering licensing and permits in accordance with the Municipality's by-laws (e.g. Noise, Special Events, Dogs).
- Working varied shifts when required or as determined by operational requirements and needs (e.g. special events and emergencies).
- Completing departmental reports as required by the Municipal Clerk.
- Conducting research as necessary and supports the Municipal Clerk in drafting new and revised by-law documents and procedures as required.
- Attending and participate in any training as directed by the Municipal Clerk.
- Attending meetings as required or directed by the Municipal Clerk.
- Performing other job-related function and duties as directed by the Municipal Clerk.

Qualifications

Education and Experience

Preference will be given to applicants with the following qualifications:

- College Diploma and/or Trade/Vocational Certificate in police foundations, criminal justice, security management, law and security administration, or an equivalent.
- Two (2) to Five (5) years of experience related to by-law enforcement or a comparable role.
- Previous municipal experience is an asset.
- Valid driver license with current Driver Abstract Report
- Clear criminal record check and vulnerable sector check
- Ability to be designated by the Department of Justice as a Special Constable.

Skills and Attributes

The successful candidate will possess the following:

- Strong customer service, communication, and interpersonal skills for dealing with members of the public.
- Possess an ability to communicate, both verbally and in writing, effectively and accurately.
- The ability to interpret the by-laws of the Municipality of the County of Antigonish, and any other relevant legislation of the Province of Nova Scotia.
- Be knowledgeable on investigative techniques and practices, with an ability to apply those techniques and practices.
- Be proficient in the use of Microsoft Office (Outlook, Word, Excel).
- Must be comfortable using a range of digital tools, including web-based application and data management systems.

Terms and Conditions of Employment

- The Municipality has a proposed salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.
- All work is undertaken in a manner way that recognizes and respects other team members and members of the public, as per the policies of the Municipality of the County of Antigonish.
- The incumbent/Incumbent is responsible to work and always apply all of the safety tools, resources and policies and procedures leading to a safe working environment for citizens and team members and others. Work is executed in a safe manner in accordance with organizational and other legislated Occupational Health and Safety policies, procedures, regulations, guidelines and/or standards.
- The Municipality's Human Resources Policy and Operating Procedures should be referred to for additional information regarding conditions of employment.