

MUNICIPAL LAW ENFORCEMENT OFFICER

JOB DESCRIPTION

Job Title: Municipal Law Enforcement Officer

Reports To: Bylaw Enforcement Manager

Employment Status: Permanent Full-time

Band: 5

Annual Salary: \$47,078.30 - \$78,451.46 (under review) with Benefits and Defined Pension Plan

Hours of Work: 35 hours per week, Monday to Friday (with occasional evening, weekend, and statutory holiday shifts as required).

Work Location: Manitouwadge, Ontario

Position Summary:

The Municipal Law Enforcement Officer is responsible for responding to complaints, investigating alleged bylaw infractions, and enforcing a multitude of municipal bylaws, including but not limited to: Zoning, Property Standards, Keep Manitouwadge Attractive, Fill, Fences, Signs, Animal Control, Noise, Nuisance, Traffic/Parking, the Fire Protection and Prevention Act (as authorized to enforce), the Ontario Building Code Act, and other Provincial Acts and regulations as they apply to the Municipality.

Officers are also responsible for providing public education and awareness regarding established municipal standards to ensure the protection of residents, property, and the community. Additional duties include assisting in or preparing related evidence for court; assisting in or preparing Crown prosecution briefs; and issuing offence notices, certificates of parking infraction, and summonses under the Provincial Offences Act.

Responsibilities:

- Investigates inquiries and complaints, and conducts proactive patrols related to all Township bylaws and regulations, including but not limited to parking lot maintenance, property standards, animal control, drainage, and signage. Ensures appropriate action is taken to resolve matters, enforce compliance, and follow up on complaints in a kind and courteous manner.
- Enforces the Ontario Building Code Act as it relates to Property Standards and Building Code compliance, along with other applicable provincial and municipal legislation. This includes, but is not limited to, the Property Standards Bylaw, Comprehensive Zoning

Bylaw, the Planning Act, Fire Protection and Prevention Act, Residential Tenancies Act (RTA), and the Weed Control Act, which aims to control noxious weeds.

- Enforces Orders issued under the Ontario Building Code Act under the direct authority and supervision of the Chief Building Official. Ensures compliance through appropriate legal or enforcement action, and guarantees all Orders are properly served and documented in accordance with legislative requirements.
- Prepare detailed reports, as requested by the Manager of By-law Enforcement, on matters related to assigned duties, as well as on services provided within the service area and broader Municipal Law Enforcement issues.
- Organizes assigned work under the direction of the Manager of Bylaw Enforcement. May be required to work independently with minimal supervision and participate in a shift-based operation, including evenings, weekends, statutory holidays and occasional split shifts, as needed and on occasion. Must be available for emergency after-hours call-ins.
- Prepares detailed court briefs and collects evidence for use in legal proceedings. Assists the Municipal Prosecutor with court-related documentation and evidence, and attends court as required.
- Maintains a detailed daily diary and Officer notebook in accordance with professional standards and divisional procedures, documenting activities, investigations, and research conducted in response to complaints or managerial direction.
- Acts as a proactive and engaged member of the Municipal Law Enforcement team and relevant professional associations. Fulfills commitments and follows up with team members to ensure accountability and satisfaction.
- Prepares and issues correspondence and maintains accurate records and up-to-date information in accordance with departmental standards.
- Assists in the development and implementation of departmental goals, objectives, plans, policies, and budgets.
- Under the direction of the Manager of Bylaw Enforcement, contributes to the development and amendment of bylaws and policies as required.
- Maintains professional competence by staying current with legislation, regulations, and industry trends. Participates in seminars, workshops, and training to support continuous learning and effective enforcement.
- Maintains effective and cooperative liaison with municipal staff, other municipalities, government agencies, organizations, and members of the public. Promotes a high standard of customer service and public relations through courteous, friendly, and efficient interactions.
- Operates service area equipment and fleet vehicles responsibly. Reports any fleet-related issues to the Manager of Bylaw Enforcement promptly.
- Collaborates with other enforcement agencies, including peace officers and police services, to support joint initiatives and enforcement efforts.

- Prepares and presents information on Manitouwadge By-laws and other relevant topics to schools, community organizations, and the public.
- Resolves non-compliance issues by arranging for corrective work to be completed and billed to the property owner, in accordance with applicable regulations.
- Perform duties in varied indoor and outdoor environments throughout the year, including exposure to adverse weather conditions such as rain, snow, and extreme temperatures.
- Physically capable of lifting up to 50 lbs, with occasional assistance for heavier loads.
- May be required to travel out of town occasionally to support enforcement activities or attend training sessions.

Qualifications:

- Post-secondary diploma or degree in a relevant field such as Protection, Security & Investigation, Police Foundations, or a related discipline would be considered an asset.
- Certification through the Municipal Law Enforcement Officers' Association (MLEOA), or eligibility to obtain.
- Certification through the Ontario Association of Property Standards Officers (OAPSO), or eligibility to obtain.
- Possession of a valid Ontario Class G Driver's License.
- Must remain a competent driver, as defined by the Corporation.
- Ability to provide a current MTO Driver's Abstract upon request.
- Experience in animal handling is considered an asset.
- Must undergo and pass a Criminal Record Check.

Knowledge, Skills and Abilities

- Strong ability to interpret and apply municipal bylaws, government legislation, policies, procedures, and operational directives accurately and consistently.
- Effective and concise communication skills, both oral and written; ability to maintain Officer notebooks to professional standards in accordance with divisional procedures.
- Demonstrated ability to work independently and collaboratively within a team environment.
- Proven conflict resolution skills and sound judgment in handling sensitive or complex issues.
- Courteous and tactful approach when interacting with the public, promoting positive community relations.
- Commitment to maintaining a positive and professional work environment.

- Working knowledge of the Occupational Health and Safety Act as it pertains to municipal enforcement duties.
- Basic proficiency in word processing and spreadsheet software (e.g., Microsoft Word, Excel).
- Willingness to participate in and successfully complete all mandatory training and development programs.
- Ability to work in varied indoor and outdoor environments, including exposure to adverse weather conditions.