**Job Posting**

**LEAD By-Law Enforcement Officer**

The primary responsibility of the Lead By-Law Enforcement Officer is the enforcement of the Dangerous or Unsightly Premises provisions of the Municipal Government Act and other by-laws of the Municipality, including the Municipality's Solid Waste By-Law. The Officer is critical to the effectiveness of the Municipality's by-laws as their direct contact with the public increases awareness and acts as a deterrent. The Officer will be appointed Special Constable for the purpose of issuing Summary Offense Tickets.

Please visit our website at www.cumberlandcounty.ns.ca for a detailed position description and pay scale.

Closing date for this position is Thursday, March 10, 2022 at 1:00.

Please forward your resumes to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist & Safety Advisor
1395 Blair Lake Rd
Upper Nappan NS B4H 3Y4

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Lead By-Law Enforcement Officer"

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

# LEAD By-Law Enforcement Officer

*Protective Services Department*

## Overview

The primary responsibility of the Lead By-Law Enforcement Officer is the enforcement of the Dangerous or Unsightly Premises provisions of the *Municipal Government Act* and other by-laws of the Municipality, including the Municipality's *Solid Waste By-Law*. The Officer is critical to the effectiveness of the Municipality's by-laws as their direct contact with the public increases awareness and acts as a deterrent. The Officer will be appointed Special Constable for the purpose of issuing Summary Offense Tickets.

This position may be required to work outside the normal business hours of the Municipality.

Positions that report to the Lead By-Law Enforcement Officer include the Canine Control & By-Law Enforcement Officer and the By-Law Enforcement Officer.

This position reports to the Director of Protective Services.

## 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:

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|---|---|---|
| Customer Service | Relationship Building | Teamwork |
| Communication | Analytical Thinking | Working Strategically |
| Accountability | Flexibility | |

## Key Outcomes & Responsibilities

**Health and Safety – act with others inside and outside the team to create effective health and safety plans.**

- Development of a work plan and the business processes and systems that will ensure team and public safety, including the contractors and partners of the Municipality;
- Create and use a plan for site and project work, as well as the regular duties of the team, to ensure protection of health; and
- Use work practices and comply with the departmental occupational health and safety program. Ensure site risk management and that all work is conducted in a cost-effective manner and in the best interest of the Municipality.

**Planning and Accountability (Self and Others) - participate in planning that engages the team as well as internal and external clients, which will support successful customer service.**

- Schedule work, set priorities, and supervise the by-law enforcement team;
- Provide regular updates to the Director of Protective Services;
- Enforce the Municipality's *Solid Waste By-Law*, including gathering evidence, court appearances as required, and responding to enquiries and complaints from the public;
- Assist with the enforcement of animal control by-laws of the Municipality and any shared service agreements with other municipalities, as required;
- Conduct regular inspections of Municipal Solid Waste Transfer Stations and Curbside Collection Programs to ensure contract and by-law compliance; and
- Conduct investigations, collect data, and clean up illegal dumpsites.

**Technical leadership and responsibility – work with a team to apply and develop the skills necessary to discharge the technical assignments of the team in a cost efficient and effective manner.**

- Maintain a thorough understanding of municipal by-laws, policies, procedures and contracts, provincial laws (particularly the *Municipal Government Act)*, regulations, and guidelines;
- Assist the Administrator of Dangerous or Unsightly Premises with enforcement of the provisions of Part XV of the *Municipal Government Act*;
- Respond to complaints regarding dead animals on beaches and foreshores including the collection and disposal of carcasses; and
- Coordinate the activities of the Canine Control Officer & By-Law Enforcement Officer.

**Reporting and Data – maintain, apply, and record data that support team and corporate effective decision making.**

- Maintain records and provide reports of all occurrences, complaints, and activities relating to the enforcement of municipal by-laws;
- Maintain required level of documentation for each service in a clear and professional manner that supports professional standards;
- Prepare and presents reports, updates, and evidence to Council, as required; and
- Work with municipal solicitors in the preparation of legal documentations to support the prosecution of offenses.

**Team Work, Communication and Management – create a strong team that collaborates with others and supports municipal directions and strategy.**

- Respond to residents and other inquiries regarding by-law enforcement service delivery issues and address/establish follow-up actions. Work with community groups to provide resource support, where possible, and within budget; and
- Supervise and/or execute work in a safe manner in accordance with organizational and other legislated policies, procedures, regulations, guidelines and/or standards.

## Qualifications

Grade XII.

Experience related to By-Law Enforcement or equivalent considered an asset.

Minimum of 2 years' experience in a supervisory capacity

Specific training or certificates related to animal control (or willing to obtain within 12 months or as training available).

Successful candidate will be appointed as a By-Law Enforcement Officer by the Municipality and will be appointed Special Constable for the purpose of issuing Summary Offense Tickets.

Candidate must be comfortable working alone, sometimes in remote wooded locations, as well as dealing with foul odors, including but not limited to garbage and dead sea animals.

Experience in a municipal government environment considered an asset.

WHIMIS, First Aid, Defensive Driving, Due Diligence (or willing to obtain within 12 months or as training available).

Driver's license valid in Nova Scotia.

Computer knowledge with demonstrated proficiency in Microsoft Office is required.

## Terms and Conditions of Employment

The Municipality has an approved 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.

The Municipality's *Personnel Policy* should be referred to for additional information regarding conditions of employment.

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|---|---|---|---|---|---|
| $49,014 | $51,465 | $53,916 | $56,367 | $58,818 | $61,268 |