



THE MUNICIPALITY OF

LAMBTON SHORES

POSITION TITLE: Municipal By-Law Enforcement Officer

DEPARTMENT: Corporate Services

REPORTS TO: Deputy Chief – Fire, Emergency and Protective Services

1. **Position Summary:**

Municipal By-Law Enforcement Officers are responsible for investigating complaints, identifying, interpreting and enforcing Municipal By-laws. Provide information to people about local municipal by-laws and assume responsibilities involving other specific services within Municipal Law Enforcement.

2. **Primary Duties:**

- Conducts enforcement to ensure compliance with applicable Municipal By-laws. Enforces By-laws through established industry enforcement procedures and standards.
- Investigates and analyzes inquiries/complaints to determine if it indicates a violation.
- Gathers and obtains evidence and where necessary eyewitness information, prepares notes and completes reports.
- Prepares and issues Part I Provincial Offence Notices and Part II parking infraction certificates.
- Assists in the preparation of Crown Briefs and represents the Municipality in court proceedings under the general direction of the County of Lambton Prosecutor.
- Responds to complaints regarding by-law issues and public inquiries on By-law matters.
- Assists with the administrative duties of the Department.
- Provides training, direction and supervision of Seasonal By-Law Enforcement Officers.
- Works a schedule which includes weekdays, weeknights and weekends.
- Performs other related duties as directed.

3. **Minimum Qualifications:**

- Post-secondary diploma in Protection, Security or Investigation or Law Enforcement, Municipal Law Enforcement Officer Course 1, or equivalent

combination of education and working experience in the by-law or law enforcement field.

- 3-5 years' experience as a Municipal Law Enforcement Officer.
- Ability to interpret and apply by-laws/regulations, conduct investigations and ensure regulatory compliance.
- Demonstrated strong written/verbal communication, analytical and problem-solving skills.
- Working knowledge of the Municipal Act, Provincial Offences Act, and other Provincial and Statute law and or regulations.
- Demonstrated strong customer service skills, ability to use sound judgment, ability to deal objectively with the public and exercise significant discretion.
- The ability to work with a proactive mindset and effectively within a team environment.
- Excellent IT skills and ability to work with computer software programs.
- Good working knowledge of Microsoft Office applications.
- Valid class G driver's license with acceptable driver's abstract.
- Criminal Record and Vulnerable Sector Police Checks required.

4. Assets:

- MLEO certification or training courses.
- OAPSO (Ontario Association of Property Standards Officers) certification or professional training courses.
- Emergency Management Ontario's Basic Emergency Management (BEM) and Incident Management 100 or ability to obtain.
- Experience with case management and presenting evidence in court.
- Continuing education/work related experience in Law enforcement field.

5. Experience / Work Complexity:

I. Accountability & Decision-Making Authority

- Accountable to the Deputy Chief for the fulfillment of all responsibilities pertaining to the position.
- Must fulfill legislative/regulatory requirements.
- Exercises appropriate application of discretion in carrying out day-to-day activities.

II. Working Conditions

- Required to work outside in all weather conditions; must be physically capable of working in varying weather conditions with periodic extended hours.
- Good health and wellness practices.
- Job requires moderate physical exertion and may involve walking for extended periods of time, climbing, bending and standing.
- May be required to safely operate a bicycle.

III. Communications / Other

- Excellent communication skills, verbal and written.
- Goodwill ambassador for Municipality.
- Excellent interpersonal skills and professional courteous approach to any and in all situations.

6. Reports To:

Deputy Chief – Fire, Emergency and Protective Services or Designate.

7. Supervises:

Seasonal By-Law Enforcement Officers.