



Job Search

Municipal By-Law Enforcement Officer II (Permanent, Full-Time)

100 Burwell Road, 100 Burwell Road, St. Thomas, Ontario, Canada Req #918

Date Posted: May 10, 2024



Internal / External

The Corporation of the City of St. Thomas
Environmental Services Department is hiring for a:

MUNICIPAL BY-LAW ENFORCEMENT OFFICER II Permanent, Full Time

Job Posting #918-05-24

POSITION SUMMARY:

Under the general direction of the Manager of Transportation & By-Law and the technical direction and guidance of the Municipal By-Law Enforcement Officer III, performs By-Law Enforcement Services relating to the inspection, maintenance and enforcement of City By-Laws, including but not limited to parking, animal control, lot maintenance, licenses and other regulations.

MAJOR TASKS:

Patrols Municipally controlled parking lots and City streets to enforce parking and non-moving traffic violations, issuing tickets when necessary.

Monitors all parking areas, reporting hazardous conditions, maintenance and enforcement problems to the Municipal By-Law Enforcement Officer III for corrective action.

Collects revenues from parking meters, parking control devices and transit. Provides collections to the Treasury Department in a timely manner.

Maintains, installs, removes, converts and repairs related parking equipment.

Provides Animal Control Services including but not limited to, patrolling and impounding of dogs, contacting owners, collecting fees and releasing dogs in accordance with the City By-Law.

Investigates animal complaints including dog bites as per the Animal Control By-Law and reports and consults with other related agencies and officials as required.

Provides cooperative liaison with Government Agencies and volunteer groups while performing animal control duties.

Participates in the maintenance and operation of the animal shelter and related facilities.

Monitors, cares for, and quarantines dangerous dogs and animals, who have bitten or are suspected of rabies.

Monitors the health of animals in the animal shelter and follows accepted policies and procedures relating to sick animals.

Provides guidance and assistance to part time employees working at the animal shelter.

Maintains a good working relationship with volunteer groups working at the animal shelter and ensures compliance by volunteers with City Policy and Procedures.

Responds to inquiries from the public, staff and other enforcement agencies concerning by-law enforcement issues in a timely manner. Provides education to members of the public regarding interpretation of by-laws.

Participates in and prepares a variety of reports, general correspondence and documentation, as required.

Interprets By-Laws in accordance with direction and policy, determines by-law violations, advises public of contraventions verbally and/or in writing as required and attempts to resolve disputes. If necessary, serves a Provincial Offences Act (POA) Part I, II or III offence notice and initiates legal proceedings.

Prepares, issues and serves POA documentation and represents the City at relevant legal proceedings and provides evidence as required.

Maintains effective working relationships with the general public, other Civic Departments and Agencies and the relevant Departments of the senior levels of Government.

Operates and ensures the timely maintenance of City vehicle as required.

Delivers Council and/or Administrative documents/materials, as required.

Fills in as school crossing guard as necessary on a back-up/emergency basis.

Attends training to remain current with all aspects of their job i.e. by-laws, animal handling, legislation and applicable procedures, as approved.

Performs such other related duties as may be assigned.

This position must take responsibility for personal health and safety insofar as he or she is able under The Occupational Health and Safety Act and its Regulations. A worker must:

- Work in compliance with the provisions of the Act, the regulations and City policies.
- Must use or wear the equipment, protective devices or clothing that the City requires to be used or worn
- Report to his or her supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker
- Report to his or her supervisor any contravention of the Act, the regulations or the existence of any hazard of which he or she knows.

This position shall not:

- Remove or make ineffective any protective device required by regulations or by the City, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately
- Use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker
- Engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

QUALIFICATIONS:

Post-Secondary School Diploma in Law and Enforcement together with experience in the preparation of reports and the maintenance of records or an equivalent combination of education, training and experience. Experience with issuing Part 1 & 2 notices of the Provincial Offences Act (POA) is preferred. Must have or be willing to obtain certification by the Municipal Law Enforcement Officers' Association (MLEO) - Municipal Law Foundations and Advanced Municipal Law. Applicants must be familiar with courtroom procedure and decorum and have knowledge of

the Ontario Evidence Act. Must be comfortable with and have demonstrated experience related to animal welfare. Must have physical capability to carry out duties of the position. Must be capable of issuing clearly understandable verbal and written instructions, work as part of a team and develop cooperative and collaborative working relationships inside and outside the organization (customer service & interpersonal skills). Must be able to deal effectively and tactfully with the general public and staff as a representative of the City. Must have excellent time management and have ability to navigate applicable computer programs (i.e. MS Office) proficiently. Must have the ability to work independently with minimal supervision and deal with confrontational situations. Ability to gain and maintain a thorough working knowledge of the City's by-laws and other Provincial Legislation.

CONDITIONS OF EMPLOYMENT:

May be required to work outside and beyond the normal hours of work. May be required to undergo rabies prevention immunization. Must be willing to carry a phone and be on call. Must have and maintain a valid Class "G" Ontario Driver's Licence is required. Applicants must hold or be able to acquire a valid First Aid and CPR certificate. Obtain and provide a satisfactory Vulnerable Sector Criminal Record Search.

Remuneration Range: \$26.25 – \$32.81 per hour working 37.5 hours per week plus a comprehensive benefits package. This is a CUPE Local 841 union position.

***Please note: the scheduled hours vary and will include working weekends and holiday's. By-law has 365 days a year coverage and on-call requirement.**

Applications must be received no later than Sunday May 26, 2024 at 11:59 p.m.

HOW TO APPLY:

Go to www.stthomas.ca – Employment, Employment Opportunities.

Go to Posting Title.

Click the 'Apply Now' button. You will need to create a Login.

Please **IMPORT** and **UPLOAD** your **COVER LETTER AND RESUME** individually (i.e. pdf, word).

ENSURE YOU HAVE ATTACHED ALL YOUR DOCUMENTS PRIOR TO SUBMITTING YOUR APPLICATION.

Note: You will be required to answer Qualification questions during the application process.

When your application has been received through Dayforce, you will receive an email from notify@dayforce.com stating "Congratulations, your application has been successfully submitted."

All prospective employees, volunteers and students will be required to provide an acceptable "Criminal Record Search" as a condition of employment and prior to commencing employment.

Although we appreciate all applications received, only those selected for an interview will be contacted.

Personal information for this position is collected under the authority of the Municipal Act, R.S.O. 2001, as amended.

The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.

Other details

Pay Type Hourly

Apply Now