



# Picture Butte

## *Picture Perfect!*

**POSITION TITLE:** Municipal Enforcement Officer

**REPORTS TO:** Director of Emergency Services

**SUBORDINATE POSITIONS:** N/A

### **POSITION SUMMARY:**

The Municipal Enforcement Officer, will help to promote Council's vision and values by investigating, enforcing, and providing public education on municipal bylaws. As an employee of the Emergency Services department, the Municipal Enforcement Officer will promote public safety and community well-being by: determining appropriate enforcement actions; issuing written or verbal warnings, violations or specified penalty tickets, and clean up or weed notices; preparing files and court briefs; providing evidence in court; and conducting animal control duties. All interested candidates will be considered.

### **PREFERRED QUALIFICATIONS:**

- Completion of a recognized Diploma related to Police Studies, Criminology, Law Enforcement, or similar related diploma.
- Experience in municipal enforcement, law enforcement, or safety codes enforcement considered an asset

Equivalencies may be considered.

### **REQUIRED SKILLS AND ABILITIES:**

- Valid non-GDL Class 5 Alberta Operator's License and acceptable drivers abstract.
- Acceptable Criminal Record Check.
- Standard First Aid/CPR certificate.
- Knowledge and understanding of Animal Protection Act and the Dangerous Dog Act.
- Knowledge and understanding of the Municipal Government Act and municipal bylaws relating to unsightly premises investigation.
- Knowledge of law enforcement techniques, principles, practices court proceedings, and rules of evidence.
- Ability to exercise sound judgement, discretion, professionalism, and diplomacy in dealing with the public.
- Effective conflict resolution and investigative skills; ability to deal effectively with sensitive issues on a continuous basis.
- Must be professional and respectful during confrontation and hostile situations.
- Excellent verbal and written communication skills, including public speaking, report writing, letter composition, stakeholder agency presentation, presentation preparation, and court presentations.
- Computer familiarity including Word, Excel, Outlook.
- Ability to work shifts as assigned (some evenings, weekend work may be required)
- Ability to respond to various tasks as requested or required.
- Ability to work without close supervision.
- Understanding of the municipalities legislative requirements including but not limited to the Occupational Health and Safety Act, Regulation and Code and Safety Codes Act.

## **RESPONSIBILITIES:**

### ***General***

- Ability to follow safe work practices, as outlined by the Municipality, Workers Compensation Boards, and other governing bodies
- Report all misuse, vandalism, damage sustained to Town property
- Be willing to work shift work
- Participate as a member of municipal emergency management agency
- Performance of other related duties as assigned by the CAO or Director of Emergency Services
- Awareness of time management and ability to schedule tasks based on priority

### ***Bylaw Enforcement***

- Generate compliance and cooperation by educating the public through explanation of bylaws, policies and procedures
- Investigate, interpret and enforce regulatory Municipal bylaws
- Determine appropriate enforcement actions: issue written or verbal warnings, violations or specified penalty tickets, clean up orders or weed notices
- Respond to and process a large volume of complaints
- Maintain a records management system of all bylaw enforcement files
- Prepare files and court briefs, and provide evidence in court when required
- Conduct animal control duties
- Evaluate and/or assist in the modification and/or development of regulatory Municipal bylaws

### ***Development Compliance***

- Assist the Development Officer with the administration of development office by acting as an Assistant Development Officer
- Receive and process development permit applications for the Development Officer
- Prepare and send adjacent landowner notifications
- Respond to requests for information from the public as related to development requirements
- Maintain a register of all development applications with their disposition and relevant details
- Assist the Development Officer with the performance of field inspections relevant to the issuance of development or demolition permits
- Assist the Development Officer with the enforcement of the Land Use Bylaw and associated orders, notices, or decisions
- Prepare public information and advertisements as directed by the Development Officer

### ***Occupational Health and Safety***

- The Town of Picture Butte is committed to a health and safety program that protects staff, contractors, our property and the general public.
- The Municipal Enforcement Officer as a member of the Town's Health and Safety Committee may have ad hoc duties from that committee including:
  - Keeping records for the health and safety program including meeting minutes, inspection reports, investigation records, and health and safety statistics as per the manual
  - Performing health and safety inspections on Town of Picture Butte facilities and properties
  - Implementing and administering a near-miss reporting system
  - Assisting other town departments with health and safety incident investigations

### **OTHER:**

The statements contained in this job description reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.