



Job Posting

By-Law Enforcement Officer

The Municipality is currently accepting resumes for the position of By-Law Enforcement Officer. The primary responsibility of the By-Law Enforcement Officer is to assist with the enforcement of the Dangerous and Unsanitary Premises provisions of the Municipal Government Act. The Officer also has responsibility to enforce other by-laws of the Municipality and to assist with enforcement of 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.

Deadline for resumes is Wednesday, May 19, 2021 at 1:00 pm.

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 "By-Law Enforcement Officer"

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

By-Law Enforcement Officer *Engineering & Operations Department*

Overview

The primary responsibility of the By-Law Enforcement Officer is to assist with the enforcement of the Dangerous and Unsightly Premises provisions of the *Municipal Government Act*. The Officer also has responsibility to enforce other by-laws of the Municipality and to assist with enforcement of 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.

This position reports to the By-Law & Solid Waste Administrator.

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:

Customer Service
Communication
Accountability

Relationship Building
Analytical Thinking
Flexibility

Teamwork
Working Strategically

Key Outcomes & Responsibilities

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

- Assist in the 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. In consultation with the By-Law & Solid Waste Administrator, select and use tools and equipment that meets the safety, cost, effectiveness, and operational needs suitable for the work undertaken by the team.

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.

- 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, regulations, and guidelines;

- Assist the Administrator of Dangerous and Unightly Premises with enforcement of the provisions of Part XV of the *Municipal Government Act*;
- Assist the Solid Waste and By-Law Administrator with all aspects of the delivery of solid waste services in the Municipality;
- Assist the Solid Waste and By-Law Administrator with other by-laws as they may be developed or assigned including, but not limited to, *Open Air Burning By-Law* and *Livestock at Large By-Law*;
- Respond to complaints regarding dead animals on beaches and foreshores including the collection and disposal of carcasses; and
- Assist with picking up stray dogs and dogs that are not in the care or supervision of the owner and transporting those dogs to the LA Animal Shelter or a local veterinarian, as appropriate, posting signs or notices in problem areas. This position will serve as the alternate to the Canine Control 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 resident and other inquiries regarding municipal 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.

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
\$42,073	\$44,177	\$46,280	\$48,384	\$50,487	\$52,592