

TOWN OF MAPLE CREEK SEASONAL BYLAW ENFORCEMENT OFFICER

Term – June 1 to September 15

FUNCTIONS:

The Bylaw Enforcement Officer is an in-scope position and is responsible for

- enforcing municipal bylaws;
- responding to complaints by citizens, elected officials and businesses;
- providing public education and awareness programs and services;

with minimal supervision in order to ensure the protection of the residents, property and employees.

Personal protective clothing and gear may be required for some tasks as the Bylaw Enforcement Officer may come into contact with hazardous materials, aggressive animals and/or dangerous situations.

The Bylaw Enforcement Officer is appointed under the authority of *The Municipalities Act*.

QUALIFICATIONS:

- Microsoft Office Courses – Word and Outlook or related experience
- Extensive knowledge of office procedures and equipment
- Must possess excellent communication and public relations skills

POSITION REPORTS TO: Chief Executive Officer

DUTIES AND RESPONSIBILITIES:

- Enforce the municipal bylaws of the Town of Maple Creek in order to ensure a safe environment for community members;
- Maintain an expert knowledge of all bylaws;
- Conduct regular patrols and perform day-to-day enforcement activities (i.e. building permits, fence permits, signs, business licenses, unsightly properties, parking, animal control, tax enforcement, junk vehicles, garbage, etc.);
- Liaise with provincial and federal agencies involved with bylaw enforcement;
- Perform court related activities;
- Conduct investigations of complaints and concerns;
- Respond to resident complaints and concerns;
- Provide public relations and liaison concerning bylaw awareness and enforcement when directed;
- Collect and transport animals in contravention of applicable bylaw(s);
- Provide public bylaw education and awareness in order to reduce the occurrence of bylaw infractions;
- Liaise with community groups, schools and organizations regarding bylaw issues and concerns on an ad-hoc basis;

DUTIES AND RESPONSIBILITIES (con't):

- Present information to and attend court;
- Conduct investigations;
- Ensure evidence is gathered in an appropriate and legal manner;
- Follow search and seizure procedures;
- Properly store evidence;
- Maintain detailed records of infractions/incidents;
- Prepare reports for presentation to court;
- Present evidence and give testimony in court;
- Follow up on court responsibilities;
- Keep a daily log of activities performed;
- Perform other related duties as required;

SCOPE OF ENFORCEMENT:

Bylaws under the scope of the Bylaw Enforcement Officer will include, but not be limited to, the following:

Zoning Bylaw	March 2011
Building Bylaw	2011-MC-09
Nuisance Abatement Bylaw	2014-MC-16
Noise Bylaw	2014-MC-14
Business Licensing Bylaw	2006-MC-15
Traffic Bylaw	2015-MC-02
Waste Collection & Disposal Bylaw	2017-MC-12
License and Animal Control Bylaw	2010-MC-10

Enforcement of additional bylaws by direction of the Chief Administrative Officer may be required.

HOURS OF WORK:

Flexible and/or extended work hours are required. The Bylaw Enforcement Officer hours are scheduled for maximum exposure to assist in enforcing required bylaws and statutes. The Bylaw Officer will be required to work alternate hours and days based on 40 hours per week as per the schedule below:

Day Shifts 6:00 a.m. to 3:00 p.m. (Lunch 10:00 to 11:00 a.m.)
Evening Shifts 12:00 p.m. to 9:00 p.m. (Supper 4:00 to 5:00 p.m.)

1 – 6 Day Rotation for 6-5-3 Shifts

6 Day Rotation: 3 day shifts and 3 evening shifts – 2 days off
5 Day Rotation: 3 day shifts and 2 evening shifts – 2 days off
3 Day Rotation: 3 day shifts – 2 days off

Total of 80 hours every two weeks.

2 – 6 Day Rotation for 6-5-3 Shifts

6 Day Rotation: 3 day shifts and 3 evening shifts – 2 days off
5 Day Rotation: 2 day shifts and 3 evening shifts – 2 days off
3 Day Rotation: 2 evening shifts – 2 days off

Upon completion of Week # 1 Rotation and Week # 2 Rotation, the rotation shall be completed again.

SALARY RATE:

Salary will be in accordance with the CUPE Local 2714 Union Agreement.