

CUPE 1287 JOB DESCRIPTION

JOB TITLE	Enforcement Officer
DEPARTMENT	Building & Enforcement Department

JOB ID	WLBD02	JOB LEVEL	08
REPORTS TO	Chief Building Official	STD HRS OF WORK	35 hrs/wk

JOB SUMMARY

To perform the duties of Enforcement Officer for the enforcement of municipal by-laws.

QUALIFICATIONS

EDUCATION

- Completion of Grade 12 or equivalent
- 3 year post secondary diploma or equivalent work experience law and security
- Ministry of Municipal Affairs and Housing qualifications for Ontario Building Code legal processes, house and building structural an asset.

EXPERIENCE

- 3 -5 years experience in enforcement, preferably in a municipal environment with responsibilities for enforcement of municipal by-laws

SKILLS

- Strong knowledge of Microsoft Office Suite
- The ability to interpret by-laws, regulations, acts and policies
- Customer Service Oriented
- Strong ability to work independently as well as part of a team
- Excellent communication, problem solving, dispute resolution and organizational skills
- Working knowledge of the Building Code Act and the Ontario Building Code and regulations

SPECIAL CONDITIONS

- Must possess and maintain a valid and unrestricted drivers license for the class of the vehicle(s) operated
- Member of Ontario Association of Property Standards Officer and working toward certification preferred

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RESPONSIBILITIES

1. Enforce the provisions of the municipal by-laws, including but not limited to: property standards, clean yards, noise, site alteration, parking, swimming pool and zoning.
2. Investigate complaints and perform inspections of buildings and properties for violations to ensure conformance with applicable municipal regulations and appropriate follow-up action as required by law.
3. Perform plan examinations and review site plans to ensure compliance with the municipal swimming pool by-law for the issuance of swimming pool permits.
4. Prepare violation tickets, orders, summonses, subpoenas, and prepare related legal documents. Prepare for and appear in court in representation for the municipality.
5. Provide advice to the general public with respect to requirements of the municipal by-laws and other applicable legislation.
6. Other duties as assigned.

JOB SPECIFICATIONS

Supervision Exercised

- None

Independence of Action / Judgment

- Assignments involve development of solutions to diverse and inter-related problems, often having conflicting requirements, affecting an individual or affecting specific policies or programs.
- The exercise of judgement is extensive and involves complex issues.
- Consultation will usually take place in a peer group or inter-disciplinary team review.
- Schedule may vary outside of regular office hours to accommodate enforcement activity requirements

Decisions on which you seek consultation

- Unusual problems are discussed with and referred to the Chief Building Official

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Relationships/Contacts

Internal:

- Employees
- Department heads
- Occasionally Co-op Students and Volunteers
- Councillors and Municipal Legal counsel

External:

- General public
- Contractors, Suppliers and Salespeople
- Business representatives
- Representatives of professional agencies and government

Physical Demands/Dexterity

- Medium activity of long duration
 - Standing, climbing stairs, walking on uneven surfaces, lifting weights not exceeding 10 kg
 - Require the accurate coordination of fine movements
 - Keyboarding, mousing
 - Writing
 - Taking measurements

Concentration Demands

- Long periods of mental effort required frequently
- Customer Service
- Research
- Report review
- Writing
- Driving
- Inspections
- Plan review

Job Environment

- Work occurs equally indoors (office environment) and outdoors, on private, agricultural and commercial properties within the Municipality
- Work often occurs independently of others
- Exposure on occasion to people who are difficult to deal with
- Hours of work may vary as they will be dependent on enforcement needs and activities and may require early morning and weekend enforcement.

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The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

APPROVED BY:

Chief Administrative Officer

Date