Position Description

Position Title: By-law Enforcement Officer (Part-time)

Department: Administration

Reporting Relationship: Howick Council

Purpose of Position:
The By-law Enforcement Officer will enforce the by-laws of the Township including, but not limited to, canine control, parking, zoning, noise and property standards. The By-law Enforcement Officer will also perform all statutory and operational functions according to legislation.

Job Description and Responsibilities:
- Provide by-law enforcement services for Howick, enforcing municipal by-laws on a complaint basis only.
- Respond to complaints, take appropriate enforcement action including legal action, issuing tickets under Part I and Part II and swearing to information under Part III of the Provincial Offences Act and appearing in court as required.
- Prepare reports to Council regarding by-law enforcement matters as required.
- Maintain accurate records/logs of all incidents/occurrences noting all pertinent information for calls received for the purpose of follow-up or court if required.
- Act as a representative of the Township, promote good public relations, provide information to the public subject to the Municipal Freedom of Information and Protection of Privacy Act.
- Assist in reviewing municipal by-laws and enforcement procedures.

Administration
- Provides financial and records information and reports as required.
- Prepares and presents reports and recommendations to Council as required, attends meetings of Council and other committees, as required.

Other Duties
- Complies with Township of Howick policies and procedures.
- Performs other duties as assigned by Council.

Working Relationships:

Township Council

By-law Enforcement Officer

With Township Council
- Receives direction and leadership
- Informs, advises and assists
- Discusses problems, recommends improvements
- Performs duties autonomously

With Other Township Staff
- Works co-operatively with other Department Heads and Staff
- Liaise with Clerk regarding by-law enforcement matters

With the Public
- Reconciles complaints
- Relates to all with courtesy, diplomacy and tact

Working Conditions:
- Part-time, random patrols on weekends and evenings may be required
- Expected to work in all types of weather and less than ideal conditions
- May be required to enter hazardous areas and atmospheres
Knowledge/Skills:
- Secondary School Graduation Diploma or equivalent
- Knowledge of legislation, codes, standards, by-laws and practices that affect public safety
- Strong spoken and written communication
- Ability to utilize technology and management aids effectively
- Experience using Excel and WORD an asset
- Property Standards and By-law Enforcement training as required