

POSITION TITLE	SEASONAL MUNICIPAL LAW ENFORCEMENT OFFICER
DEPARTMENT	COMMUNITY SAFETY & ENFORCEMENT (By-law Enforcement Division)
SUMMARY OF DUTIES	Responsible for the enforcement of the Lot Maintenance and Parking By-laws.
SUPERVISED BY	Manager of By-Law Services
EDUCATION	Community College Diploma in Protection, Security & Investigations or similar related course
EXPERIENCE	1 year in municipal related administration of by-law enforcement or equivalent
MAJOR RESPONSIBILITIES	(The following sets out the principal functions of the position and shall not be considered as a detailed description of all work requirements)

1. Program/Services

- < Patrols assigned areas of municipality to monitor adherence to City parking by-laws, identifies violations of these by-laws and issues violation tags. Enforces vehicle removal (towing).
- < Acts as a representative of the City, promotes good public relations and provides information to the public with respect to lot maintenance by-law, and the parking by-law policies and direction.
- < Ensures that parking and traffic signs are posted in accordance with by-law requirements and provincial standards, requests work to be carried out with the erection of signs.
- < Investigate complaints, assigned files and follows through until completion.
- < Provide weekly written reports to supervisor about investigations.
- < Perform other related duties as assigned.

2. Human Resources

Generally, works independently. Not required to supervise others.

3. Financial Resources

Not responsible for financial resources.

4. Material Resources

Knowledge and use of office/bylaw equipment (telephone, 2-way radio, parking ticketer and computer, for data entry and officer notes etc)
Safe operation of city vehicle

SKILL AND EFFORT

5. Knowledge

Knowledge of various by-laws.

Good communication skills to advise the public of violations, providing assistance and direction with respect to alternative parking.

Compliance with Lot Maintenance By-law, penalty notices and the AMPS for review of penalty notices

Good organizational and time management skills to prioritize workload.

6. Physical Skill and Effort

Ability to drive a motor vehicle, maintain valid driver's license.

Good physical condition as the job requires considerable walking, outdoors.

Frequent mental and visual concentration.

7. Decision Making and Judgement

Work is performed under the general supervision of supervisor with access to by-laws, statutes, for guidance in the performance of duties.

Judgement is exercised in:

- < Ensuring that by-laws and statutes are enforced accurately and fairly.
- < Ensuring that decisions regarding violations can be fully supported.
- < Deciding when supervisor should be contacted to provide direction or guidance
- < Work is frequent in nature, average mental effort required.
- < Utilizing appropriate resources within the municipality regarding interpretation of by-laws.

8. Interpersonal Skills/Contacts

Interpersonal skills to deal with the general public and other outside agencies on a daily basis.

Internal:

With internal departments regarding tickets, screenings and complaints.

External:

With the general public to enforce parking by-laws and to provide direction and information and to respond to complaints.

City contractors for grass cutting and lot maintenance clean-up.

WORKING CONDITIONS

9. Environment

While on duty may be exposed to adverse weather conditions.

May be exposed to abusive language and threatening behaviour when dealing with general public.

10. Control Over Work Schedule

Work schedule may vary and include days, evenings, nights and weekends.
35 hours per week.

Must be available to work special events and Canal Days

Agreed to: **Manager** _____

Employee _____

Chief Administrative Officer _____

Dated: _____