

Municipal By-Law Enforcement & Animal Control Officer

Employer:	Township of the North Shore		
Posted:	14 months ago	Closing Date:	March 28, 2023
ES Job ID:	3794	Location:	Township of the North Shore
Sector(s):	Other	Duration:	Casual

Job Description:

MUNICIPAL BY-LAW ENFORCEMENT AND ANIMAL CONTROL OFFICER, 12 MONTH "ON CALL" CONTRACT

Under the direction of the Municipal Clerk, the Municipal By-Law Enforcement and Animal Control Officer is responsible for enforcement and administration of all municipal and regulatory by-laws including but not limited to the Township's property standards and parking by-laws, as well as ensuring compliance and providing support for animal services. This position will be paid \$50 per hour for hours spent in active duty.

Major Responsibilities:

Investigates and identifies by-law infractions

- Creates, opens, and updates electronic investigation files
- Provides assistance and information regarding general parking regulations, patrols, and enforcement
- Works closely with other municipal departments, such as the Fire Department

Prepares compliance documentation for violations including notices, orders, and investigative reports

- Serves notices stating specific defects to property owners/occupants and advises of remedial measures required to comply with the Township legislation
- Researches and assists with drafting of new by-laws, legislation, and procedures
- Obtains necessary documentation for prosecution

Issues Part 1, Part 2, and Part 3 penalty notices

- Prepares court files, attends court, tribunal hearings and presents evidence regarding violations of all municipal by-laws and acts
- Attends court, tribunal hearings and presents evidence regarding municipal enforcement matters

Responds to complaints and requests for enforcement of parking prohibitions and animal control concerns throughout the Township

- Responds to, and documents all inquiries and complaints from the public, law enforcement agencies
- Coordinates towing of unauthorized vehicles in accordance with Township Policies
- Providing support for animal services including, but not limited to handling animals, resolving and reporting offences, issuing Notices of Violations, Muzzle Orders, and Dangerous Dog Orders.

Reviews, amends, and prepares relevant municipal by-laws

Required Skills:

Job Requirements

- Post-secondary diploma in Veterinary Technology, or related field of education is an asset.
- Demonstrated experience in Municipal law enforcement, private investigation, security or equivalent.
- Demonstrated related experience working in animal control including experience with enforcement processes as it relates to animal control, municipal, and provincial legislation.
- Experience or familiarity with euthanizing practices is an asset.
- Thorough knowledge of applicable government regulatory by-laws (such as parking, sign and provincial court procedures and ability to interpret municipal and provincial legislation and regulations including but not limited to the Municipal Act, Municipal Freedom of Information and protection of Privacy Act (MFIPPA), Dog Owners Liability Act (DOLA), Occupational Health and Safety Act and Planning Act.
- Effective customer service, interpersonal, public relations, and problem/complaint resolution skills.
- Ability to effectively resolve problems/complaints while maintaining composure regardless of the demands of the environment.
- Strong attention to detail.
- Effective investigation, analytical, negotiation and mediation skills.
- Demonstrated oral and written communication skills; attention to detail and accuracy are required.
- Demonstrated knowledge of computer software applications including proficiency in Windows-based software including the Microsoft Office Suite, parking control software, and the use of a telephone system.
- Ability to work during daytime hours, nighttime hours and on weekends when needed as the "On call" Municipal By-Law Enforcement and Animal Control Officer, and attend Council meetings when required
- Ontario Class "G" valid Driver's License in good standing with access to own transportation
- Satisfactory Criminal record check

Requirements:

Location Duties will be performed within the Township of The North Shore (Algoma Mills, Spragge, and Serpent River)

Hours of work will be unpredictable and will be performed on an "On Call" basis. Active hours of duty will be recorded by the Municipal By-law Enforcement and Animal Control Officer and confirmed by the Clerk.

How to Apply:

Resumes and cover letters will be accepted until 4:00 pm on March 28th, 2023.

Please forward resume and cover letter to:

Rachel Schneider, Clerk
Township of the North Shore
1385 Hwy 17
Box 108
Algoma Mills, Ontario P0R 1A0
705-849-2213, Ext 204
municipalclerk@townshipofthenorthshore.ca

We thank all applicants for their interest in this opportunity. Only those selected to continue in the hiring process will be contacted.