



BYLAW ENFORCEMENT OFFICER

POSITION: BYLAW ENFORCEMENT OFFICER

DEPARTMENT: LEGISLATIVE SERVICES

REPORTS TO: MANAGER OF LEGISLATIVE SERVICES

SUPERVISES: NONE

SUMMARY: *Reporting directly to the Manager Legislative Services, the Bylaw Enforcement Officer is responsible for enforcement, investigating and administration of all Town of Pincher Creek Bylaws, in addition to conducting patrols within the Town limits, foster positive public relations, and provide related advice to Council.*

MAJOR RESPONSIBILITIES

1. Provide excellent customer service
 - Interact with the general public and respond to questions and/or complaints as required
 - Provide bylaw enforcement response information to the Manager of Legislative Services
2. Interpret, investigate and enforce local Bylaws where designated to do so by appointment
 - Investigate complaints
 - Gather and preserve evidence
 - Gather witness statements as required
 - Lay charges where required and/or appropriate
 - Prepare cases for court
 - Attend court and/or present evidence
3. Promote positive public relations wherever possible
 - Conduct information seminars and awareness programs for students/residents
 - Educate residents on Bylaws and Provincial Legislation
 - Provide advice and counsel to residents
 - Assist in local youth safety programs
 - Liaise with RCMP and other agencies
4. Conduct patrols within Town limits and take enforcement or required action
5. Receive public complaints and inquiries
 - By phone
 - Correspondence (*On-line Citizen Request system*)
 - In person
6. Develop and maintain reports and filing system

- Daily notes of activities, offender contact, and other pertinent events
 - Utilizing the internal reporting system (Report Exec and/or CityWide)
- Retain notebooks for future reference
- Proper filing system for all cases and enforcement activities
- 7. Provide advice and input to manager on Bylaws
 - Assist with Bylaw development
 - Recommend revisions to existing Bylaws
- 8. Ensure a safe work environment
 - Maintain Town property in a clean and functional state
- 9. Participate in the Town of Pincher Creek Health and Safety Program
 - Adopt and demonstrate professionalism and integrity in the work place
- 10. Attend meetings
- 11. Take ownership of and solve problems in a prompt manner
- 12. Assist with emergent or unforeseen issues
 - Inform CAO immediately of any serious incidents or injuries
- 13. Assist with other duties as assigned but not limited to
 - Occupational health and safety audits
 - Inspection coordination between departments and management of Town Health and Safety program as required

QUALIFICATIONS:

- Grade 12 or equivalent, or a 2-year diploma program from a post-secondary learning institution in Law Enforcement or a combination of education and experience
- Valid Class 5 Alberta Driver's license (*drivers abstract to be submitted prior to employment*)
- *First Aid/CPR*
- Knowledge of municipal Bylaws, Municipal Government Act and Provincial Legislation
- Must obtain and maintain a satisfactory criminal record check, including Vulnerable Sector
- Basic Emergency Management and Incident Command System 100 certification or willingness to obtain

Skills and Attributes:

- Computer skills in MS-Office, Word and Excel
- Strong interpersonal skills
- Articulate written and oral communication skills including public speaking
- Willing to take additional training as required
- Well organized and capable of working independently

Employee Signature

Date

Director Signature