

Federation of PEI Municipalities (FPEIM)
Sample Position Description
By-Law Enforcement Officer

Job Title:	By-Law Enforcement Officer
Position Type:	Full Time (Note: The responsibilities of this position may also be provided through part-time employment; contract with a private sector company; partnership arrangements with one or more municipalities; and/or other arrangements that are considered effective for the enforcement of the Municipality's by-laws.
Reports To:	Chief Administrative Officer (CAO) or other designated senior municipal position.
Subordinate Staff:	As are assigned from time to time.
Level/Salary Range:	
Job Description	
<p>POSITION SUMMARY</p> <p>The By-Law Enforcement Officer is responsible for conducting investigations into alleged violations of the Municipality's by-laws and for follow-up enforcement of those by-laws.</p>	
<p>PRINCIPLE DUTIES AND RESPONSIBILITIES</p> <p>Community Related</p> <ul style="list-style-type: none"> • Educate and provide information to the public regarding municipal by-law legislation. • Bring to the CAO problems which are encountered in the enforcement of approved by-laws and/or recommendations as to changes in by-laws that may be considered beneficial for enforcement purposes. • Conduct investigations into alleged by-law violations that are occurring in the Municipality. • Document appropriate case file information while conducting such investigations. • Ensure public compliance with municipal by-laws through negotiation; education; and when necessary the issuance of tickets. • Lay charges when necessary and prepare and serve Orders to remedy by-law infractions. <p>Legal</p> <ul style="list-style-type: none"> • Represent the Municipality as a witness in prosecution proceedings. • Lay charges before the courts (long form information). • Issue municipal offence tickets. • Compile evidence for the Administrator, and or Municipal Solicitor. • Ensure evidence is documented and placed on the appropriate case file. • Serve summonses and legal documents as required. 	

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Administration

- Prepare, deliver and make recommendations through written reports regarding alleged by-law violations.
- Identify and document by-law infractions.
- Maintain, monitor and analyze respective case files.
- Regularly report on all by-law enforcement activities providing the Administrator/CAO and other senior employees of the Municipality information on trends in by-law violation, potential difficulties with by-law content and improvements to enforcement procedures.
- Perform additional duties related to by-law enforcement that may be requested by the CAO.

Other

- Liaise with the Municipality's legal, planning, building, development and other service areas and with persons or agencies concerned with the enforcement of the Municipality's by-laws such as Fire Prevention Officers, Municipal Police/RCMP, Prosecutors, residents, contractors/trades personnel and Animal Control Services.

REQUIRED QUALIFICATIONS

Education and Experience

- Preferably, a university degree in Social Sciences or related field and/or five years experience as a by-law enforcement officer, police officer or member of the Canadian Armed Services.
- Experience in report writing.
- Proficiency with database software.
- Customer service experience.
- Possession of a valid Prince Edward Island Class 5 Drivers license.
- No previous criminal convictions or serious driving infractions.

Job Specific Knowledge

- Ability to make decisions relative to urgency and importance.
- Ability to effectively deal with conflict situations.
- Demonstrated organizational and administrative abilities.
- Ability to work as a team leader or as a team member in a diverse environment.
- Demonstrated strength in interpersonal skills and presentation abilities.
- Understanding of and appreciation for the multi-cultural makeup of communities.
- Understanding of and respect for the practices, customs and values of other individuals and cultures.
- Understanding of the legal system in Prince Edward Island.

Technical Skills

- Demonstrated problem solving and decision making skills.

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| <ul style="list-style-type: none">• Demonstrated case file management skills.• Knowledge of computer programs including Microsoft Office applications.• Knowledge of the Municipality and of the Municipality's by-laws. |
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Last Updated By:	Click here to enter text.	Date/Time:	August 2010
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LIMITATIONS AND DISCLAIMER

- i) **This “sample position description” is provided for use only as a guide in the development of job descriptions in municipal government. Sample position descriptions, if used as a resource, MUST BE CUSTOMIZED by the user to meet the needs of the specific municipality. The FPEIM assumes no responsibility for a municipality’s use of this “sample” or for the accuracy of any position description that is developed.**
- ii) **This “sample position description” is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the identified position. This description provided in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and Provincial Laws. Requirements identified are representative of what might be expected to be minimum levels of knowledge, skills and/or abilities.**
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