



# Seguin Township

## Full-time By-Law Officer

Join our dynamic and innovative team, where you will work in a positive, friendly, and challenging setting. Seguin Township is committed to fostering professional growth while supporting work-life balance. This is an opportunity to build your career in a friendly and progressive environment that puts your workplace in the middle of an environmental paradise where outdoor and recreational opportunities abound.

The Township of Seguin is a thriving and growing municipality located in the heart of cottage country. Seguin is home to 5,280 permanent residents with a seasonal increase to over 15,000 residents during the summer months. With 186 lakes of all sizes and the pristine beauty and tranquility of our natural environment, Seguin Township is truly "The Natural Place to be".

Under the leadership of the Fire Chief/Emergency Services the By-Law Officer will provide excellent community relations while educating to achieve public compliance on a variety of Municipal By-Laws. The By-Law Officer will gather evidence, conduct inspections and prepare documentation necessary for the effective enforcement of bylaws, as well as enforcing sections of the Animal Control By-Law and dog licensing requirements. This position will respond to inquiries and concerns from the general public, Council, municipal staff and government agencies by phone, email or in person. You will be required to issue warning notices, notices of contraventions, notices of offence, orders to comply and violation tickets if required; follows up to ensure compliance and gives evidence in court related to bylaw violations when necessary.

The Preferred candidate will have a post-secondary diploma, or courses related to justice, evidence gathering or investigation skills and/or equivalent experience. A minimum of 2 years related municipal or provincial experience and certification with Municipal Law Enforcement Officers Association (MLEOA) or willing to obtain certification would be considered an asset.

Along with a comprehensive benefit package, OMERS pension plan, the Township of Seguin offers its staff a flexible work environment, helping employees balance the demands of work and family obligation. We support professional development and assist our employees with training to meet their career objectives. Current salary range for By-Law Officer I, \$66,844 to \$75,958 and By-Law Officer II, \$73,240 to \$83,227 depending on experience.

If you would like to be considered for this challenging position in a forward-thinking organization, please email your resume to [careers@seguin.ca](mailto:careers@seguin.ca) by September 23, 2024.

We thank all applicants for their interest in this position, however only those receiving an interview will be contacted.

Seguin Township welcomes and encourages candidates from First Nations, Métis and Inuit, racialized and LGBTQ2S+ communities, women, and people with disabilities. Seguin Township is committed to providing accommodation for people with disabilities. Upon request by the applicant, accommodation will be provided in all parts of the hiring process. Personal information will be used to determine eligibility and candidate selection and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.



## Municipal By-Law Officer

- Department:** Fire & By-Law Services
- Reports To:** Fire Chief/Director of Emergency Services
- Location:** Municipal Administration Building, 5 Humphrey Drive
- Salary Category:** 5 –By-Law Officer I uncertified 35 hour work week  
6 – By-Law Officer II MLEOA Certification 35 hour work week
- Review Date:** August 2024

### **Position Summary:**

Under the leadership of the Fire Chief/Director of Emergency Services, the By-Law Officer will provide excellent community relations and work to achieve public compliance on a variety of Municipal By-Laws and applicable provincial and federal legislation. The By-Law Officer will gather evidence, conduct inspections and prepare documentation necessary for the effective enforcement of bylaws, as well as enforcing sections of the Animal Control By-Law and dog licensing requirements.

The Township of Seguin expects all employees to work in an environmentally friendly way in all the tasks that they do; to work in a manner that is safe for themselves and others and to be aware of their health & safety obligations; to continually look for opportunities to improve their job that will result in excellence in municipal government; and to recognize the uniqueness of the individuals they come into contact with and to treat them with dignity and respect.

### **RESPONSIBILITIES:**

1. Responds to inquiries and complaints from the general public, Council, other departments and government agencies by phone, email or in person. Makes recommendations to resolve bylaw infractions.
2. Issues warning notices, notices of contraventions, notices of offence, orders to comply and violation tickets as required; follows up to ensure compliance. Gives evidence in court related to bylaw violations when necessary.
3. Where contraventions of by-laws or other applicable legislation is identified, interact directly with person(s) most likely to be responsible to achieve compliance with the by-laws.
4. When appropriate initiate action through the Provincial Offences Act.

5. Triage after hours service requests to determine if a safety risk is present and take appropriate action to call out appropriate staff or agencies.
6. Establishes and maintains good working relationships while remaining impartial with the public, property owners, tenants, business owners and external agencies.
7. Respond, investigates and determine urgency of calls regarding public safety or hazards and prioritizes those that present a hazard or liability to Seguin Township and require immediate action.
8. Performs clerical work related to investigations of complaints, licensing and related matters. Researches information and prepares reports.
9. Interprets laws, regulations and policies and provides advice and assistance on inquiries to the public.
10. Enforces animal control by-laws and licensing regulations, including complaints to animals, such as dog barking or at large. Conducts routine patrols and following up on any unlicensed dogs.
11. Picks up and impounds stray domestic animals.
12. Patrols streets for parking and other by-law infractions. Responds to illegal parking and has vehicles towed when required.
13. Identify and recommend new and or revised work methods to improve service delivery and efficiencies.
14. Must be able to manually and electronically assemble a complete case profile including detailed notes photographic evidence, and any other documentary evidence relevant to investigations, insufficient detail to support prosecution.
15. Attend hearings and give evidence under oath based on investigations of by-law contraventions and may be required to attend Provincial Offences Court.
16. Assists other departments as required.
17. Performs other related duties as assigned.

### **Qualifications**

18. Post-secondary diploma or courses related to justice, evidence gathering or investigation skills and/or equivalent experience.
19. Certification with Municipal Law Enforcement Officers Association (MLEOA) or willing to obtain.
20. A minimum of 2 years related experience in municipal or provincial by-law enforcement.
21. Knowledge of municipal operations, by-laws and Provincial legislation.
22. Proficient in conflict resolution, communication, public relations, problem solving and technical writing.
23. Successful completion of a criminal background check.

24. Must have a valid "G" Driver's Licence with a clean abstract.

**Physical demands and working conditions**

25. Varies from indoor environment to exposure to outdoors in all weather conditions.
26. Working in office environment, sitting.
27. Frequent vehicle operation and walking.
28. Tactful and diplomatic interactions with members of the public.
29. Ability to work independently with minimum supervision.
30. Ability to manage multiple and changing demands and priorities.
31. Frequent close and highly concentrated mental and visual alertness.
32. Must be able to work and attend meetings outside regular working hours.
33. Must be able to work; day, evening and weekend shifts as scheduled.
34. May be required to travel to various work locations.