



After Hour By-Law Officer

1 Year Employment Term

Join our dynamic and innovative team in at Seguin.

Where you will work in a friendly challenging setting, committed to fostering professional growth while supporting work-life balance.

The Township is currently seeking a dedicated and responsible individual to join our team as the After-Hour By-law Officer. Under the leadership of the By-Law Supervisor the After-Hour By-Law Officer, will respond to enquiries and complaints primarily during the evenings and weekends.

In this role you will provide excellent community relations while assisting the department to achieve public compliance on a variety of municipal by-laws and applicable provincial and federal legislation.

Some of the key responsibilities are:

- Enforcement of the Animal Control by-law and dog licensing requirements.
- Investigate, parking and noise complaints.
- Conduct patrols of Seguin Township to ensure compliance.
- Issuing warnings and violations notices as necessary.
- Provide education and information to Residents and members of the public regarding by-laws.
- Prepare reports and maintain accurate records of all investigations.
- Liaising with other Seguin municipal departments, law enforcement agencies, community groups and other municipal by-law officers.

Compensation: Under Review

Employment posting closes: June 2, 2023, or until filled. Please email your resume to careers@seguin.ca

Seguin Township is committed to the health, safety and well-being of our workplaces and feel vaccination is a key element in the protection of employees against the hazard of Covid-19. All new employees must comply with the mandatory vaccination policy as a condition of employment and must disclose vaccination status prior to commencing employment.

Seguin Township is an equal opportunity employer and is committed to diversity and inclusion in our workplace. We thank all applicants and advise that only those selected for an interview will be contacted. 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. Accommodations for persons with disabilities will be provided throughout the recruitment process to support candidate participation.

Township of Seguin 5 Humphrey Drive, Seguin, ON P2A 2W8, 705-732-4300



Municipal After-Hour By-Law Officer

Department: Fire & By-Law Services

Reports To: Supervisor Municipal By-Law Services

Location: Municipal Administration Building, 5 Humphrey Drive

Salary Category: Under Review

Review Date: May 2023

Position Summary:

Under the leadership of the By-Law Supervisor the After-Hour 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 After-Hour By-Law Officer, will gather evidence, conduct inspections and prepare documentation necessary for the effective enforcement of these 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 or in person. Makes recommendations to resolve bylaw infractions to the Supervisor.
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. Works with the Supervisor to respond to, 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. Performs other related duties as assigned.

Qualifications

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

Physical demands and working conditions

24. Must be able to be available for 24 hours coverage Saturday and Sunday and evenings Monday to Thursday and must be able to respond to calls in a reasonable amount of time.
25. Varies from indoor environment to exposure to outdoors in all weather conditions.
26. Ability to work independently with minimum supervision.
27. Working in office environment, sitting.

28. Frequent vehicle operation and walking.
29. Tactful and diplomatic interactions with members of the public.
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. Will be required to travel to various work locations.