



# The Corporation of the Town of Cobourg

## By-Law Enforcement Officer

### Basic Function:

The Municipal By-law Enforcement Officer assists and supports the Municipal Clerk in the day-to-day operations of Municipal Enforcement, ensuring all activities fall within the authorities and mandate provided by the Municipality. This position will develop and maintain an efficient, professional and committed Municipal Enforcement team through active recruitment, training, coaching, evaluating and tasking of employees and contract staff. The Municipal By-law Enforcement Officer will liaise with the Cobourg Police, Cobourg Fire and other external agencies when required. This position is involved in enforcement and investigation of Municipal Bylaws and other Provincial Statutes when necessary.

### Responsibilities:

- Provide superior and professional customer service to the and general public;
- Conduct daily patrol checks of assigned areas via foot, bike, or vehicle patrol;
- Proactively respond and resolve emergency situations and conflicts, independently or with support as required for safety and personal protection;
- Prepare routine reports and perform clerical duties;
- Investigate complaints and enforce other regulations with tact, impartiality, firmness using sound judgment and respect;
- Assesses the effectiveness of public education programs;
- Ensuring the accuracy of letters of compliance
- Judgement is exercised in:
  - Ensuring that all by-laws are enforced precisely and fairly.
  - Ensuring that decisions regarding violations can be fully supported

### By-Law Enforcement:

- Administering and enforcing regulatory Municipal By-laws;
- Performing field investigations and obtaining compliance;
- Preparing court documents and attending court as necessary;
- Patrolling assigned areas on a regular basis on foot, bicycle or vehicle to monitor compliance and conduct proactive enforcement;
- Issuing offence/infraction notices as appropriate and preparing detailed and accurate reports of evidence as necessary providing coverage for all necessary regulatory Municipal By-law's;
- Provide direction, monitor and train outside contract by-law enforcement staff as required;
- Work with property owners, tenants, contractors and property managers to explain the necessity for compliance with the applicable municipal by-laws;
- Maintain and update records in the database relating to the officer's inspections and various complaint files;
- Work with the internal parking administration program including computer parking software supplier;
- Provides information, research and support for the creation and amendments to by-laws and, as appropriate, the setting of fines and short-forming process under the Provincial Offences Act.

### Working Relationships:

**Inside the Corporation:** Director of Corporate Services, Municipal Clerk, and other Municipal Departments as required.

**Outside the Corporation:** Cobourg Police Service, External Service Contractors and other provincial enforcement agencies as necessary.

### Required Skills and Qualifications:

- Must have a Diploma/Certificate in a relevant field and a recognized Institution such as Police Foundations, Law and Security, Justice & Administration, or law related discipline and related enforcement experience, preferably in a municipal environment; or have a combination of education and relevant experience.
- Certification as Municipal Law Enforcement Officer (MLEO) and Ontario Association of Property Standards Officer (OAPSO) is preferred.
- Excellent interpersonal skills with the ability to develop and maintain effective working relationships. Ability to communicate courteously, effectively and with tact, both orally and in



## The Corporation of the Town of Cobourg

writing. Good organizational skills, possesses sense of thoroughness and demonstrated ability to work independently and the ability to seek assistance when required for support.

- Computer skills including working knowledge of Microsoft Office applications such as Word, Excel, Access and PowerPoint.
- Possession and maintenance of a valid unrestricted, Ontario Driver's Licence, Minimum Class "G", and provide the Town with an Ontario Driver's Abstract.
- Ability to provide a criminal reference check.
- Ability to climb, walk, ride a bicycle, and ability to work outdoors in all weather conditions.
- Standard office environment for 50% of the time and outdoors on subject sites, and patrols the remaining 50%;
- High order of conflict resolution to enact the integrity of legislation and by-laws for the overall image of Council and the Municipality as a whole.

This position is governed by the Town of Cobourg's collective agreement with CUPE Local 25 .The wage scale for this position is Grade 7 – inside worker: \$26.52 - \$33.15 per hour.

Interested applicants should forward their resume in confidence no later than Monday, May 27<sup>th</sup>, 2019 at 4:00pm to the attention of:

### Human Resources Department

Corporation of the Town of Cobourg  
55 King Street West  
Cobourg, ON K9A 2M2

Fax: (905) 372-8819  
Email: [careers@cobourg.ca](mailto:careers@cobourg.ca)

We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.