



Job Description

Title: Twin Rivers Bylaw Enforcement Officer

Reports to: Chief Administrative Officer

Department: Protection Services

Date Developed/Revised: February 25, 2020

1. SUMMARY

The person in this position is an employee of the Town of Rosthern but provides bylaw enforcement services to some or all of the municipalities of the Twin Rivers District on the direction of those municipalities and in accordance with the Twin Rivers policies and procedures.

The Bylaw Enforcement Officer is responsible for enforcing municipal by-laws and providing the public information to ensure the protection of residents, property and employees.

2. RESPONSIBILITIES/DUTIES

a) Bylaw Enforcement

- Respond to, investigate and track complaints and concerns.
- Discuss bylaw requirements with the people involved in order to reach an understanding and obtain voluntary compliance with the bylaw.
- When compliance is not reached, enforce bylaws by issuing violation tickets and prepare legal documents.
- Correct problems when orders are not obeyed by arranging for required work to be done.
- Prepare for court proceedings, appear in court and give testimony related to the prosecution of the bylaw offenses.
- Administrative functions including all aspects of a record management system.
- Maintain a current knowledge and awareness of new and emerging legislation pertaining to existing bylaws.
- Research and provide input into municipal bylaws.

b) General

- Plan and organize work schedule.
- Keep accurate records.
- Prepare reports.
- Maintain a positive relationship with the residents, the general public, other enforcement agencies, government agencies and other external bodies, and promote a favourable public image of the Twin Rivers District.
- Attend Council and Committee meetings when required.
- On call duties, as required.

- c) Financial/Budget (in conjunction with the CAO)
 - Maintain operating & capital budgets throughout the year.
 - Provide an itemized list of items required for operations and maintenance of the bylaw enforcement service.
 - Long-term planning and forecasting of Capital Expenditures.
- d) Safety/Risk Management
 - Ensure safety and risk management policies and procedures are adhered to.
 - Work proactively with the CAO to reduce the Town and the Districts liability and potential for injury claims.
- e) Other
 - Carry out such additional duties, exercises and responsibilities as may be requested by the CAO.

3. WORKING CONDITIONS

Work is performed mostly outside with the unavoidable externally imposed conditions. Work involves dealing with difficult individuals and includes exposure to physically dangerous and confrontational situations.

4. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- a) Excellent communication and interpersonal skills to build and maintain positive working relationships with other departments, outside agencies and the public.
- b) Ability to handle potential conflict situations.
- c) The physical ability to deal with emergency response situations.
- d) Ability to work with minimal supervision.
- e) Ability to react quickly and with good judgement.
- f) Competency in computer operations and system configurations.
- g) Ability to deal with multiple priorities, be flexible, and problem-solve under pressure.
- h) Ability to confidently exercise considerable independent judgement and make sound decisions that reflect well on the Twin Rivers District.
- i) Ability to act with tact and discretion around sensitive issues or situations and to maintain strict confidentiality as may be required or appropriate.
- j) A working knowledge of the Provincial court system.
- k) Knowledge of proper investigative and interviewing techniques.

5. EDUCATION & TRAINING

- a) Completion of Grade 12.
- b) Possession of a valid Class 5 Saskatchewan driver's license with a clean driving abstract.
- c) A clean Criminal Record as provided through Enhanced Criminal Records Check.
- d) A current Standard First Aid Certificate