



Job Title

By-Law Enforcement Officer

About the Role

The By-Law Enforcement Officer promotes awareness of the Town of Oxford by-laws and increases deterrence through their contact with the public. They are responsible for enforcing the Dangerous and Unsightly Premises provisions of the *Municipal Government Act* and Town by-laws.

This position reports to the Chief Administrative Officer.

Responsibilities and Duties

- a. Maintain a thorough understanding of: Town by-laws, policies and procedures; provincial laws; and applicable guidelines.
- b. Respond to complaints, inquiries about by-laws and general questions from the public.
- c. Conduct risk assessments to identify hazards and plan appropriate responses.
- d. Follow work plans and standard practices to ensure the safety of team members, the public, contractors and Municipal partners.
- e. Conduct inspections of various premises to enforce Town by-laws and provisions of the *Municipal Government Act*.
- f. Enforce other Town by-laws such as the Noise and Parking by-laws, as required.
- g. Apply by-laws, standards and policies consistently to ensure fairness.
- h. Inform individuals of “non-compliant” conditions or activities and document by-law violations.
- i. Issue summary offence tickets or remedial orders as necessary.
- j. Conduct investigations, collect evidence, and represent the Town as a witness in legal proceedings, as required.
- k. Share information and evidence with the Town’s solicitor.
- l. Post necessary signs and notices.
- m. Maintain detailed records of complaints, inspections and other activities.
- n. Prepare thorough and accurate reports of activities, inspections and complaints.
- o. Participate in shared service agreements with other municipalities, as required.
- p. Ensure all work is performed according to applicable health and safety requirements and the Department’s occupational health and safety program.
- q. Ensure that work is performed in a cost-effective manner.
- r. Perform other duties as assigned or required.

Qualifications

- a. High school diploma or equivalent.
- b. A valid Nova Scotia driver’s license.
- c. Minimum of two years’ experience in an enforcement position.

- d. Occupational Health and Safety courses in WHMIS, First Aid, Fall Protection, Workplace Inspections, Confined Space or ability to obtain within twelve months.
- e. Excellent communication and interpersonal skills
- f. Strong problem-solving and decision-making skills.
- g. Experience working with Windows operating systems and Microsoft Office programs.
- h. Experience working with municipal governments is considered an asset.
- i. Knowledge of Town By-Laws an asset.
- j. The Town is willing to train the successful candidate

Salary and Benefits

The wage is between \$25.00 - \$30.00 depending on experience.

This is a part-time position (14 hours / week) and for a 8-month term with the opportunity to be extended depending on the service demands.

The Town of Oxford's Personnel Policy should be referred to for additional information regarding conditions of employment.