

**CORPORATION OF THE TOWN OF COLLINGWOOD
JOB DESCRIPTION**

POSITION TITLE: SUPERVISOR, MUNICIPAL LAW ENFORCEMENT

DEPARTMENT: Clerk Services

REPORTS TO: Clerk

SUPERVISES: DIRECTLY: Municipal Law Enforcement Officers I, II and III,
Part-time Officers, Crossing Guards and students
INDIRECTLY: None

POSITION SUMMARY

Responsible for the management and supervision of municipal law enforcement officers and crossing guards, assist with the preparation and management of the respective departmental operating and capital budgets, prepare reports, and make presentations to Council/Committee, as required, coordinate municipal prosecutions including administration of summons, crown briefs and court attendance, as well as enforcement of municipal regulatory by-laws, property standards, zoning, noise, animal control, parking and licensing bylaws and responding to inquiries and complaints,

DUTIES and RESPONSIBILITIES

1. Manage and supervise staff, which includes assessing staffing needs and participating in the recruitment and selection process; scheduling and assigning hours of work to ensure enforcement coverage; developing and motivating staff; conducting performance evaluations; recommending staff promotions and disciplinary actions; promoting health and safety; authorizing payroll data and overtime requirements; resolving staff concerns/complaints; and informing staff about developments in operating procedures and equipment.
2. Assist in the preparation and management of the respective by-law department operating and capital budgets, authorize purchasing in accordance with municipal procurement policies, assist with the research and preparation of staff reports and draft statistical and performance reports for Supervisor, Committees, or Council..
3. Coordinate all municipal prosecutions including administration of summons, crown briefs and court attendance.
4. Perform general Municipal by-law enforcement duties, which include, but not limited to the following infractions: noise, animal control, snow removal, parking, road and boulevards closures, signage, waste abandonment, fences, hedges, swimming pools, building permits, parks and trails, special events, licensing, auctioneers, summons service, and police referrals, which involves:
 - a. receiving and conducting multiple site visits to investigate complaints including follow-up visits and/or phone calls;
 - b. maintaining records of all complaints and document occurrence reports;
 - c. preparing witness statements and conducting interviews;
 - d. issuing verbal/written cautions or charges as required, and providing appropriate follow-up;
 - e. offering alternate resolutions to formal charges when applicable;
 - f. issuing parking or other tickets as required;
 - g. completing litigation, swearing information with the Justice of the Peace, and other legal documentation; serving summons; filing of affidavits of service with the Courts; attending and giving evidence in Court; meeting with Town solicitor regarding pre-Court and Court attendance;
 - h. assisting and cooperating with other Municipal Departments (Planning, Building, Fire, etc.); and
 - i. assisting the Clerk in updating of licensing and regulatory by-laws; researching and assisting in

the drafting of new by-laws.

5. Perform property standards enforcement (buildings, property, and yards), which involves:
 - a. receiving and conducting multiple site visits to investigate complaints including follow-up visits and/or phone calls;
 - b. maintaining a record of all complaints and document occurrence reports;
 - c. issuing orders; attending and giving evidence before Appeals Committee;
 - d. completing litigation, swearing information with the Justice of the Peace, and other legal documentation; serving summons; filing of affidavits of service with the Courts; attending and giving evidence in Court; meeting with Town solicitor regarding pre-Court and Court attendance;
 - e. preparing invoices related to action costs; and
 - f. participating in joint inspections and follow-up with other departments (fire, building).
6. Perform zoning enforcement related to planning, building and zoning violations, i.e.: property use offences, derelict cars, home occupations, multiple occupied dwellings, animal breeding, and site development agreements, which involves:
 - a. receiving and conducting multiple site visits to investigate complaints including follow-up visits and/or phone calls;
 - b. maintaining a record of all complaints and document occurrence reports;
 - c. preparing witness statements and conducting interviews;
 - d. issuing verbal/written caution or charges as required, and providing appropriate follow-up;
 - e. completing litigation, swearing information with the Justice of the Peace, and other legal documentation; serving summons; filing of affidavits of service with the Courts; attending and giving evidence in Court; meeting with Town solicitor regarding pre-Court and Court attendance; and
 - f. researching property history (internal), relevant law (zoning by-laws, Municipal and Planning Acts) and Provincial Statutes.
7. Act as Municipal Weed Inspector, which includes but are not limited to:
 - a. the administration and enforcement against noxious weeds, long grass and overgrown properties;
 - b. receiving and conducting multiple site visits to investigate complaints including follow-up visits and/or phone calls;
 - c. completing litigation, swearing information with the Justice of the Peace, and other legal documentation; serving summons; filing of affidavits of service with the Courts; attending and giving evidence in Court; meeting with Town solicitor regarding pre-Court and Court attendance;
 - d. maintaining files and legal record;.
 - e. preparing invoices related to action costs; arranging with Town staff/contractors to cut homeowner's grass; and
 - f. assist the County of Simcoe in administering the weed control and waste control.
8. Perform animal control duties, as required, which include but are not limited to:
 - a. enforcing by-laws related to leashing animals, feces pick-up, barking, etc.;
 - b. capturing, containing and removing wandering tame or wild animals/reptiles/birds;
 - c. transporting trapped domestic cats to the shelter, or euthanizing feral cats; and
 - d. isolating dangerous/diseased animals for observation.
9. Perform parking control duties, as required, which include but are not limited to:
 - a. monitoring the downtown core for parking infractions;
 - b. attending Court and providing substantiating evidence;
 - c. responding to complaints; and
 - d. aiding in the basic maintenance and repair of meters.
10. Ensure staff are knowledgeable of applicable health and safety legislation, are trained to act appropriately in emergency situations, and practice safe enforcement techniques, and operate equipment and materials safely utilizing safe work practices; ensure that documented procedural

information is available, and that necessary reports/follow-up to such incidents are completed and reported accordingly.

11. Work in compliance with the Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes, and departmental policies/procedures/practices and guidelines.
12. Perform other duties as may be assigned in accordance with Department and corporate objectives.

EDUCATION, SKILLS and EXPERIENCE

1. Diploma in Law and Security Programme or Police Foundations with five (5) plus years' related experience, supervisory experience, and preferred animal control experience.
2. Certified as a Municipal Law Enforcement Officer and Property Standards Officer.
3. Thorough knowledge of applicable legislation/Acts/Statutes/Regulations; and knowledge and experience with enforcement and investigation practices and procedures.
4. Must be physically capable of completing the job requirements.
5. Thorough working knowledge of Microsoft Windows and Office applications.
6. Excellent analytical, problem-solving, management, supervisory, organizational, interpersonal, communications, report-writing, public relations, conflict resolution, time management, and inspection skills.
7. Ability to exercise tact and diplomacy by working independently and as part of an enforcement team.
8. Ability to manage and motivate staff and to facilitate effective team environments.
9. Valid Class 'G' Driver's Licence in good standing.

PHYSICAL DEMANDS and WORKING CONDITIONS

Physical demand requires intense visual concentration for observations, investigations, and office paperwork; and moderate standing, walking and climbing. Working conditions vary between a standard office environment to an outdoor environment with exposure to weeds, animals, contagions, unsafe building/ property conditions and inclement weather conditions; exposure to written and verbal criticism/abuse/threats.

Normal hours of work are 35 hours per week, Monday to Friday and weekends as may be required; required to carry a pager as scheduled and respond to emergency call-ins; attend meetings outside of regular business hours may be required from time to time.

CONTACTS

Incumbent develops, communicates and liaisons regularly with staff, the public, colleagues, Town solicitor, Court personnel, Provincial agencies, police staff, contractors, local committees, Georgian Bay Animal Rescue, Ontario Humane Society, Ontario Society for the Prevention of Cruelty to Animals, Ministry of Environment and Ministry of Health.

REVIEW

Incumbent _____

Date _____

Department Head _____

Date _____