



Job Posting – By-Law Enforcement Officer

Job Title:	By-Law Enforcement Officer		
Department/Group:	Planning and Development		
Location:	Town of Woodstock		
Position Type:	Full time, permanent		
Contact:	HR@town.woodstock.nb.ca	Date posted:	April 30, 2021
Will Train Applicant(s):	Yes	Posting Expires:	May 14, 2021

Applications Accepted By:

E-MAIL: HR@TOWN.WOODSTOCK.NB.CA

Attention:

FALLON LAPPAGE
DIRECTOR OF HUMAN RESOURCE & PAYROLL SERVICES

MAIL:

824 MAIN STREET
WOODSTOCK, NB
E7M 5M2

Job Summary

Responsible for all aspects of by-law enforcement including, but not limited to, property standards, zoning, and unsightly premises By-laws. Reporting to the Development Officer, the Bylaw Enforcement Officer is responsible for all matters related to the enforcement of municipal bylaws and for the maintenance and accuracy of all associated files. The position is responsible for identifying enforcement issues, developing plans to address and resolve these issues, and responds to complaints related to bylaw violations within the Town of Woodstock boundaries. The work involves extensive public contact and community liaison requiring exercise of sound judgement, independent action, and considerable tact and diplomacy within the framework of established policies, bylaws and regulations.

ROLE AND RESPONSIBILITIES

- Designated by Town Council for the purposes of carrying out the duties of a Bylaw Enforcement Officer.
- Enforces all by-laws of the Town of Woodstock including but not limited to: property standards, zoning, and unsightly premises.
- Investigates complaints of by-law infractions including site visits, witness interviews, consultation with property owner, notification of contravention. Follows up on each call to ensure compliance with by-laws.
- Investigates complaints from citizens, Town departments, Town Council and other government agencies with respect to alleged infractions of the Town's bylaws and determines appropriate action to gain compliance through negotiation, ticketing, or referral for further action.
- Promotes compliance with municipal by-laws through public education.
- Provides excellent customer service and responds efficiently to telephone inquiries, requests and concerns from the public, other staff and agencies. Assists with providing information to residents on by-laws.
- When required, assists Animal Control Officer (SPCA) with the enforcement of the Animal Control Bylaw.
- Issues documents including, but not limited to, Notices of Compliance, Warnings, Fines and Orders.
- Maintains up-to-date notes in case files.
- Coordinate the cleanup of unsightly premises.



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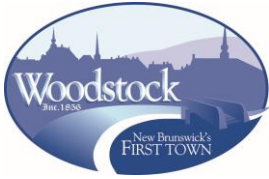
- Assists legal counsel with preparation of court documents required for prosecution of violations. Attends court for the Town to present evidence in court proceedings.
- Provides input on by-law updates, policies and procedures.
- Undertakes regular patrols of the Town to assess problem areas and situations.
- May be called upon to respond to evening or weekend enforcement calls.
- Liaises with agencies including, but not limited to, Town of Woodstock Planning & Development and Building Inspection Divisions, Woodstock Police Force, Woodstock Fire Department, and any other agencies requesting assistance in regards to by-law calls and related infractions.
- Liaises with all departments within the Town of Woodstock on enforcement matters and participates in inter-agency response to complex matters.

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- Successful completion of a program in a related discipline such as Engineering Technology, Planning, Justice, Police Science, or equivalent.
- Minimum of two years of related experience in Municipal Law Enforcement, Police Enforcement, or Property Standards.
- Knowledge of related legislation not limited to Provincial Offences Procedure Act, Local Governance Act, Community Planning Act and other related Federal and Provincial Legislation.
- Knowledge of enforcement and courtroom procedures for prosecutions.
- Class 5 driver's license in good standing.
- Clear criminal record check.

PREFERRED SKILLS

- Ability to work with minimal supervision
- Strong public relations, customer service, communication skills
- Excellent interpersonal skills and ability to build collaborative working relationships
- Strong problem-solving and conflict management skills
- Ability to maintain calm communication under pressure
- Ability to deal with challenges from the public
- Ability to work in a political environment having political acuity to interact with members of Council and staff
- Strong presentation and report writing skills
- Strong note taking skills
- Knowledge of local government
- Ability to maintain tact and discretion, dignity and respect in handling matters of a confidential or highly sensitive nature and to maintain confidentiality



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WORKING CONDITIONS:

- Normal working hours are 37.50 hours per week based on 5-day work week: Monday to Friday between 8:00 am to 4:30 pm
- Physical demands require visual concentration, moderate standing walking, climbing, and computer usage.
- Working conditions include an outdoor environment with exposure to weeds, animals, unsafe building/property conditions, contagions, and inclement weather conditions.
- Flexibility to on occasion work evenings and/or weekends as required

WHAT WE OFFER:

- Salary range \$45,000 – \$65,000 depending on qualifications
- Training and development opportunities to grow your career.
- Use of Town vehicle
- Company pension, Health & Dental, Life Insurance, Employee Assistance Program