

JOB DESCRIPTION

TITLE:	Senior By-law Enforcement Officer/Health and Safety Coordinator
DEPARTMENT:	By-Law
REFERS TO:	Chief Administrative Officer
SUPERVISES:	By-law Officer, Deputy by-law officers and Cross guards
CLASSIFICATION:	10
PROBATION PERIOD:	6 months

PURPOSE OF THE JOB

Enforce municipal by-laws which are not assigned to other designated officers. Manage By-law Department budget and supervise the work of a by-law officer, two deputy by-law officers and two cross guards. Promote municipal by-laws and related legislation to prevent offences. Act as the Health and Safety Coordinator

RESPONSIBILITIES

Ensures respect for municipal by-laws for which he is responsible. Makes regular inspections and verifications for compliance within the Municipality, issues and delivers warnings, tickets and summons, as required.

Supervises the work of employees under his responsibility, checks the quality, quantity and relevance of their work. Ensures that the required personnel perform the required functions. Ensures the competence and the training of his personnel. Evaluates the personnel under his supervision annually and recommends their position in the salary scale. Revises the job descriptions of employees under his supervision at least every two years.

Responsible for traffic and/or regulatory signs. Ensures that they are in good condition and obtains replacements as need be.

Ensures the proper operation, repair and maintenance of parking meters in the municipality and maintains adequate inventory of parts to ensure optimal service.

Responsible to make regular inspection rounds of the Municipality to identify anomalies or potential accident hazards, such as broken sidewalks, sidewalks where the snow has not been removed well, malfunctioning traffic lights, flooded areas, etc. Submits requirements for repair or intervention to the appropriate responsible person based on his findings.

As Health and Safety Coordinator, conducts training of Town personnel and maintains records of such training, keeps current on health and safety issues, WHIMS, legislation and regulations, receives reports on and confirms incidents of injuries and work-related illnesses and submits documents to WSIB, liaises with staff and administration affected and completes follow-up documentation as needed.

Ensures the Municipality's compliance with the five accessibility standards, governed by the Accessibility for Ontarians with Disabilities Act (AODA), for all services provided and produces the necessary reports for government agencies. Provide training and maintain records for municipal employees. Keep currents of legislation and regulations.

Plans and organizes promotional and educational campaigns in connection with the municipal waste management program. In collaboration with the Director of Public Works and Engineering, produces program performance reports and submits the data required to obtain provincial government funding related to recycling.

Monitors building security alarms for working order and keys new staff into existing systems.

Manages video surveillance cameras and ensures good working condition.

Must plan and organize prevention and awareness programs to educate the public about municipal by-laws and to promote safety in the community.

Carries out preparation, follow-up and analysis of the budget of his department. Plans expenses of his department and submits appropriate documentation as required by the procurement policy.

Must keep abreast of the different regulations applying to the Municipality which are related to his responsibilities.

Must resolve problems with citizens to the best of his ability or refer citizens to the appropriate person.

All other duties as may be assigned by his superiors.

REQUIRED ABILITIES, EDUCATION

College or university degree in one of the following fields: health and safety, legal and/or business administration. A minimum of 2 years work experience, preferably in a similar working environment.

This work entails a lot of diplomacy and tact with the public. Must also be capable of supervising a group of employees at other work sites. Initiative and creativity are necessary for implementing the prevention programs. Bilingualism is required. Must be autonomous and reliable. Excellent communication skills are needed for attendance at different courts. Must act professionally in enforcing municipal by-laws.

WORK CONDITIONS

Must frequently work outside during all seasons. Work is subject to many changes in priorities. Usually works regular business hours of 40 hours per week, but the number of hours required per day and starting times may vary. Working hours should therefore be flexible. Must often deal with disgruntled citizens.

Will occasionally be confronted with traffic hazards. Must hold valid G class driver's licence.

EFFORTS AT WORK

Must make frequent decisions. Subject to stress in negotiations with dissatisfied citizens. Requires a lot of flexibility and creativity.

IMPACT OF MISTAKES

Should a mistake occur in the work, it could lead to injuries or damages to the public and could cause financial loss or create a negative image for the Municipality in the community.

INTERPERSONAL RELATIONS

Must maintain excellent working relationship with his personnel, must ensure a good relationship with the public, various agencies, Municipal Council and some governmental agencies.