



THE MUNICIPALITY OF  
**LAMBTON SHORES**

**POSITION TITLE: Seasonal Municipal By-law Enforcement Officer**

**DEPARTMENT: Administration**

**REPORTS TO: Municipal By-law and Protective Services Lead**

**1. Position Summary:**

Seasonal Municipal By-law Enforcement Officers work under the direction of the Full Time Municipal By-law Enforcement Officer or designate. Officers are responsible for investigating complaints, identifying, interpreting and enforcing By-laws. Provide information to people about local municipal by-laws and assume responsibilities involving other specific services within Municipal Law Enforcement.

**2. Primary Duties:**

- I. Under the direction of the Municipal Law Enforcement Officer and/or Municipal Clerk, conducts enforcement to ensure compliance with the Parks and Facilities By-law, Dog By-law, Fireworks By-law, Open-Air Burning By-law, Noise By-law, Streets By-law, Parking By-law as well as all other applicable Municipal By-laws. Enforces By-laws through established industry enforcement procedures and standards. Gathers and obtains evidence and where necessary eyewitness information, prepares notes and completes reports.
- II. Prepares and issues Part I Provincial Offence Notices and Part II parking infraction certificates.
- III. Assists in the preparation of Crown Briefs and represents the Municipality in court proceedings under the general direction of the County of Lambton Prosecutor.
- IV. Responds to complaints regarding by-law issues and public inquiries on By-law matters.
- V. Assists with the administrative duties of the Department.
- VI. Works a schedule which includes weekdays, nights and weekends.
- VII. Performs other related duties as directed.

### **3. Minimum Qualifications:**

- I. Post-secondary education in Protection, Security or Investigation or Law Enforcement, Municipal Law Enforcement Officer Course 1, or equivalent combination of education and working experience in the by-law or law enforcement field.
- II. The ability to interpret and apply by-laws/regulations, conduct investigations and ensure regulatory compliance.
- III. Demonstrated strong written/verbal communication, analytical and problem solving skills.
- IV. Working knowledge of the Municipal Act, Provincial Offences Act, and other Provincial and Statute law and or regulations.
- V. Demonstrated strong customer service skills, ability to use sound judgment, ability to deal objectively with the public and exercise significant discretion The ability to work with a proactive mindset and effectively within a team environment.
- VI. Excellent IT skills and ability to work with computer software programs
- VII. Good working knowledge of Microsoft Office applications.
- VIII. Valid class G driver's license with acceptable driver's abstract.
- IX. Criminal Record and Vulnerable Sector Police Checks required.

### **4. Assets:**

- I. MLEO certification or training courses.
- II. OAPSO (Ontario Association of Property Standards Officers) certification or professional training courses.
- III. Experience with case management and presenting evidence in court.
- IV. Continuing education/work related experience in Law enforcement field.

### **5. Experience / Work Complexity:**

- I. Accountability & Decision-Making Authority
  - Accountable to the Full Time Municipal Law Enforcement Officer for the fulfillment of all responsibilities pertaining to the position.
  - Must fulfill legislative/regulatory requirements.
  - Exercises appropriate application of discretion in carrying out day-to-day activities.
- II. Working Conditions
  - Required to work outside in all weather conditions; must be physically capable of working in varying weather conditions with periodic extended hours.
  - Good health and wellness practices.
  - Job requires moderate physical exertion and may involve walking for extended periods of time, climbing, bending and standing.
  - May be required to safely operate a bicycle.
- III. Communications / Other
  - Excellent communication skills, verbal and written.
  - Goodwill ambassador for Municipality.
  - Excellent interpersonal skills and professional courteous approach to any and in all situations.