

# Job Description

## By-Law Officer

## **PURPOSE OF THE POSITION**

(The main reason for the position, in what context and what is the overall end result)

The By-Law Officer is responsible for enforcing municipal by-laws and providing public education and awareness programs and services in order to ensure the protection of residents, property and employees.

## **SCOPE**

(The way that the position contributes to and impacts on the organization)

The By-Law Officer reports to the Senior Administrative Officer and is responsible for conducting public education/awareness and enforcing municipal bylaws. Failure to provide adequate services will endanger the safety of residents and may result in unnecessary injury or loss of life in emergency situations.

## **RESPONSIBILITIES**

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Provide public education and awareness and promote safety in order to reduce the incidence of accidents and emergencies and bylaw infractions

### Main Activities

- Promote public safety in all areas including fire prevention, vehicle safety, ATV and snowmobile safety, firearm safety, bicycle safety, etc.
- Coordinate, promote and/or deliver safety events concerning public safety such as firearm safety training
- Provide safety awareness programs for schools and community organizations
- Liaise with community groups and organizations concerning safety issues and concerns

2. Enforce municipal bylaws in order to ensure a safe environment for community members

### Main Activities

- Conduct regular patrols and perform day to day enforcement activities
- Perform court related activities
- Enforce speed limits and other vehicle regulations
- Conduct investigations
- Respond to resident complaints and concerns
- Maintain public relations and liaison concerning bylaw awareness and enforcement
- Maintain crowd control as required

3. Present information to and attend court

Main Activities

- Conduct investigations
- Ensure evidence is gathered in an appropriate and legal manner
- Follow search and seizure procedures
- Properly store evidence
- Maintain detailed records of incidences
- Prepare reports for presentation to court
- Present evidence and give testimony in court
- Follow up on court responsibilities

4. Complete administrative tasks as required

Main Activities

- Maintain records of bylaw infractions, permits, etc.
- Prepare reports on all areas of By-Law
- Monitor the By-Law budget

5. Perform other related duties as required

## **KNOWLEDGE, SKILLS AND ABILITIES**

(The knowledge, skills and attitudes required for satisfactory job performance)

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- ✓ an understanding of regulatory bylaws legislation, policies, procedures and rules
- ✓ knowledge of investigation and evidence gathering techniques
- ✓ knowledge of training programs including firearm safety, etc.
- ✓ knowledge of training techniques and methods
- ✓ knowledge of public education and awareness programs concerning By-Law
- ✓ knowledge of public safety theories and methods
- ✓ knowledge of court processes and procedures
- ✓ knowledge of emergency response techniques
- ✓ knowledge of crowd control techniques
- ✓ an understanding of the northern cultural and political environment

### **Skills**

The incumbent must demonstrate the following skills:

- ✓ leadership skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ negotiations skills
- ✓ effective verbal and listening communications skills
- ✓ ability to deal effectively with people in difficult situations
- ✓ ability to deal with physical situations and physically control others when necessary
- ✓ effective written communications skills including the ability to prepare reports
- ✓ effective public relations and public speaking skills
- ✓ research and program development skills
- ✓ stress management skills
- ✓ time management skills

### **Personal Attributes**

The incumbent must also demonstrate the following personal attributes:

- ✓ maintain standards of conduct
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics
- ✓ be consistent and fair

The By-Law Officer must complete a By-Law Officer training program or equivalent enforcement program and have related enforcement experience. The incumbent must possess a valid NWT Driver's License appropriate to the class of vehicle being operated.

## **WORKING CONDITIONS**

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

### **Physical Demands**

(The nature of physical effort leading to physical fatigue)

The By-Law Officer may be involved in physically draining and exhausting activities which may include providing assistance for fire fighting, providing assistance in emergency response situations and be involved in physically dangerous and confrontational situations. The Officer spends most of his/her day outside of the office and is exposed to a variety of weather conditions.

### **Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent)

The By-Law Officer may work in a number of facilities and outdoor locations. The By-Law Officer may have to manage a number of people and projects at one time, and may be interrupted frequently to meet the needs and requests of residents. The By-Law Officer may find the environments to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

### **Sensory Demands**

(The nature of demands on the incumbent's senses)

The situations and programs may be noisy and busy making it difficult for the Officer to concentrate.

### **Mental Demands**

(Conditions that may lead to mental or emotional fatigue)

Mental and emotional stress may be caused by the requirement to enforce municipal bylaws. Stress may also be caused by the need to respond to physically threatening situations and individuals. Stress may also be caused by the need to be actively involved in and coordinate crisis, emergency and search and rescue activities.

**CERTIFICATION**

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name                      Date	<hr/> Supervisor's Signature              Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Senior Administrative Officer's Signature              Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.