

Basic Function:

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.

Responsibilities:

Provide public education and awareness and promote safety in order to reduce the incidence of accident and emergencies and by-law infractions by:

- Promoting public safety in all areas including and not limited to fire prevention, vehicle safety, ATV and snow machine safety, bicycle safety.
- Coordinating, promoting and/or delivering events and programs concerning public safety including school programs and other community organizations such as fire prevention, vehicle safety, ATV and snow machine safety, bicycle safety.
- Liaising with schools, community groups and organizations concerning safety issues and concerns.

Enforce all municipal by-laws in order to ensure a safe environment for members of the community by:

- Conducting regular patrols and performing day to day enforcement activities.
- Performing court related duties.
- Enforcing speed limit and other vehicle regulations.
- Responding to resident complaints and concerns.
- Maintaining public relations and liaison concerning by-law awareness and enforcement.
- Acting as the Animal Control Officer and maintaining the pound facilities.

Performs administrative duties by:

- Issuing licences for the purpose of regulating pets, business, taxis.
- Preparing statistical reports for Council.
- Appearing before Council when required to discuss by-law issues and concerns.
- Attending schools to present safety instruction to the students.
- Appearing in Court for prosecution and testimony.
- Serving documents as required.
- Referring specific matters to the appropriate authority.
- Liaising with other enforcement agencies within the Town of Hay River.

Performs other related duties as directed from time to time.

Qualifications:

- High School Diploma and By-Law Officer training program or equivalent enforcement program and have related enforcement experience in municipal government.
- Exceptional verbal and written skills including public speaking.
- Exceptional leadership, problem solving, decision making and negotiation skills.
- Able to deal with physical situations and physically control others when necessary.
- Be respectful, flexible, consistent and fair.
- Demonstrate sound work ethics, high standards of conduct and cultural awareness and sensitivity.

- Possess a valid Northwest Territories Drivers Licence.
- Provide a satisfactory driver abstract and criminal records check.

Working Conditions:

- Most of the day is spent outside of the office and exposed to a variety of weather conditions.
- The working environment can be expected to be busy, and at times noisy inside and outside of the office.
- Potential to be involved in physically threatening situations and individuals.
- Actively involved in and perhaps coordinate crisis, emergency and search and rescue activities.

I have read and understand this job description. My supervisor has informed me that this is a general description of my duties, responsibilities and qualifications required for my position which forms the basis for my evaluation of performance.

2009 Salary Range

Annual Salary

\$51,125.00 to \$67,475.00

Plus Accommodation Allowance of \$5400.00 annually and benefits as described in the current Collective Agreement.

Signed this day of , 20 .

Employee

Signed this day of , 20 .

Supervisor