

**Manager of By-Law Enforcement**

Legal and Legislative Services

**Job Description:**

Reporting to the Director of Legal and Legislative Services, the Manager of By-Law Enforcement is responsible for the overall management, development and provision of by-law enforcement services in the Municipality. This position is responsible for managing the By-law Enforcement staff including recruitment, performance management, education and training, and supply of uniforms and equipment. This position is also responsible for managing the contract for Animal Control and oversight of the crossing guard program.

**Specific Duties:**

1. Management duties:
  - Maintain up-to-date knowledge of the legislation, regulation and legal principles which may impact upon the provision of by-law enforcement services.
  - Develop and implement by-law enforcement strategies with respect to current and new by-laws and policies established by Council.
  - Ensure that By-law Enforcement staff undertake enforcement activities in conformity with policies established by Council.
  - Collect and analyze enforcement data and prepare reports on enforcement activities based on that data.
  - Plan, prioritize, supervise, provide technical direction, and assign and schedule work to By-law Enforcement staff.
  - Manage vacation scheduling, overtime and lieu time approval, etc., for all By-law Enforcement staff.
  - Train, set objectives, manage the performance of, and identify the professional needs of staff.
  - Act as primary liaison between By-law Enforcement and other departments.
  - Responsible for the licensing of dogs and the management of contract staff for the purposes of enforcement.
  - Manage the contract for Animal Control, and liaise and provide direction to the Animal Control Officer.
  - Attend meetings of the Joint Animal Control Committee for Leamington and Kingsville.
  - Oversee the crossing guard program.
2. By-law Enforcement Duties:
  - Respond to requests for by-law enforcement through investigation including, but not limited to, attending properties, interviewing complainants, note taking and taking of photographs.
  - Enforce by-laws in accordance with policies established by Council.
  - Retain and direct contractors to bring properties into compliance with by-laws.
  - Issue certificates of offence or lay an information under the Provincial Offences Act, R.S.O. 1990, c. P.33 to persons found to be in contravention of by-laws of the Municipality.
  - Assist with the preparation and conduct of by-law prosecutions, including providing evidence in court and tribunal hearings.
3. Duties of the financial management of By-law Enforcement:
  - Prepare, monitor and evaluate annual capital and operating budgets.
  - Set service level goals and monitor against financial targets as approved by Council.
  - Manage department projects/programs.
  - Project variances as part of the monthly review.
  - Monitor and control budgets in conjunction with finance staff.
4. Must comply with the Occupational Health and Safety Act (OHSA), and applicable regulations, as well as the Municipality of Leamington's Health and Safety Program.
5. Other duties as assigned.

**Qualifications:**

- Must have post-secondary education in law enforcement or related field or equivalent education and/or experience.
- Must have a minimum of five years' experience in a supervisory or management capacity in municipal by-law enforcement, municipal policing or other form of law enforcement.
- Must have an in-depth knowledge of by-law enforcement and a sound knowledge of local government administration with the ability to interpret policies and by-laws.
- Must have knowledge and experience with legal principles and processes related to law enforcement.

- Must hold or be willing to obtain Property Standards Certification and maintain membership in good standing with the Ontario Association of Property Standards Officers.
- Must have, be eligible for, or willing to obtain Municipal Law Enforcement of Ontario certification.
- Must have experience demonstrating effective written and verbal communication skills.
- Must have effective note taking and report writing skills.
- Must have strong organizational and interpersonal skills, tact and good judgment.
- Must hold and maintain a valid Ontario Class 'G' driver's licence as a condition of employment.
- Knowledge in building, construction, plumbing, electrical and heating would be an asset.

**Hours of Work:**

35 hours per week. Work hours may vary and may be scheduled outside of regular working hours, on weeknights and/or weekends. Lieu time is capped at 35 hours per year. Some exposure to adverse weather conditions and other undesirable environmental characteristics. Some travel required.

**Employee Group:**

Non-union.

**Salary Rate:**

\$3,156.37 to \$3,552.57 bi-weekly (2020 Rates)

**Closing Date:**

Applications must be received by 11:59 PM, Sunday, October, 25, 2020.

**How to Apply:**

Interested candidates must apply online, at our website, [www.learmington.ca/careers](http://www.learmington.ca/careers)

We thank all applicants; however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

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We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761