



## **Municipality of Northern Bruce Peninsula**

### **Seasonal By-Law Enforcement/Animal Control Officer**

Reports to Municipal Law Enforcement Officer

#### **Summary of Duties**

The By-Law Enforcement/Animal Control Officer functions as the main point of contact for the enforcement of by-laws and for the performance of duties under the Animal Control By-Law.

#### **Qualifications**

1. Minimum secondary school graduation
2. Preferred graduation from community college in the field of justice, law enforcement, police foundations or in another related field
3. General knowledge of municipal government and of provincial offences, municipal by-laws and other laws, statutes and acts as they relate to the administration and enforcement of municipal by-laws
4. Previous supervisory experience
5. Previous clerical experience and computer skills, especially Microsoft Office, Word/Excel, and other custom software that may be in use from time to time;
6. Excellent organizational, interpersonal and public relations skills, strong written and oral communication skills
7. Valid driver's license and clear driver's abstract
8. Clear criminal record check

#### **Responsibilities-By-Law Enforcement**

1. Enforcement of by-laws

2. Monitoring and assisting with the enforcement of parking areas
3. Preparation of warning, compliance and other correspondence
4. Writes, issues, files, tracks and takes appropriate action of all tickets issued
5. May be required to appear in court from time to time
6. Answers telephone, written and in person inquiries regarding by-law enforcement
7. Patrols all areas ensuring compliance with all by-laws
8. Provides expertise, guidance and assistance with the preparation and amendment of Municipal by-laws when required
9. Liaise with the Crown Law Office as it relates to the enforcement of by-laws
10. Maintains an organized and functional filing system as directed by each municipality

#### **Responsibilities-Animal Control Officer**

1. Pick up stray dogs that have been found by other than the owner.
2. Capture stray dog using nets or other appropriate equipment.
3. Return stray dog to its owner by way of the identification tag which is required for all dogs to wear.
4. Should there be no tag and it is not evident where the dog belongs then the Animal Control Officer will contact the Town's holding centre and make arrangements for the animal to be sheltered, until such time as the dog is claimed.
5. Fill out all appropriate paperwork at the time the dog enters the Municipality's holding center.
6. Investigate reports of dog bites, vicious dogs, dogs not leashed, dogs running at large and persons failing to purchase current dog tags.
7. Issue verbal warnings, warning letters, Provincial Offence Notices and Summons for the Animal Control reports/investigations.

#### **Other Duties and Responsibilities**

1. Enforces the provisions of the Property Standards By-Law.
2. May be required to appear before the Property Standards Committee and/or participate in court proceedings where necessary with respect to orders issued.

## **Working Conditions**

1. Hours will be flexible (37.5 hours weekly) and may include evenings and weekends. There is the requirement to be on call.
2. A vehicle will be provided for use while performing duties.
3. Clothing will be provided as appropriate
4. An identification badge will be provided
5. Will be required to maintain a professional and courteous attitude
6. Will be required to maintain a neat and tidy appearance
7. Physical fitness required to permit walking, standing or riding for prolonged periods of time
8. Equipment to perform duties in a safe manner will be provided as appropriate
9. There is a possibility for repeated exposure to difficult and/or upset people.
10. Exposure to animals in varying states of health and temperament.