

## By-Law Enforcement Officer

Economic Development, Marketing, and Communications Service

### POSITION PERIOD

Full Time, Permanent (37.5 hours/week)

### POSITION SUMMARY

Reporting to the Land Use Coordinator, the incumbent is responsible for the implementation of measures related to violations of urban planning by-laws (zoning, unsightly places, etc.) for the entire territory of Grand Falls. They investigate complaints and properties to detect violations and can also issue warnings and tickets to ensure compliance with laws and regulations. In addition, they prepare various documents, reports, and correspondence to ensure compliance with the requirements of a court and will be called upon to appear before a court of competent jurisdiction during legal proceedings.

### **SKILLS AND QUALIFICATIONS**

- Able to work without sustained supervision, independently and in a team
- Valuing teamwork and harmony by fostering a positive attitude
- Able to communicate and negotiate with tact, diplomacy, firmness, and impartiality
- Demonstrates initiative, sound judgment, discretion, and confidentiality
- Verbal ability to understand technical terminology of laws and regulations to communicate information effectively especially in unusual and volatile situations
- Able to handle stressful, conflictual, and problem-solving situations
- Demonstrate strong analytical and synthesis skills to recognize, analyze and solve problems, and make informed and independent decisions
- Able to conduct evidence-based evidence gathering, write, prepare, and maintain accurate and accurate reports
- Demonstrates methodical ability to gather data to investigate complaints
- Facilitate the interpretation of legal opinions and legislation and clarify regulatory provisions

### **ROLES AND RESPONSIBILITIES**

In collaboration with the coordinator, the Development Officer, and the Building Inspectors:

- Identify and become aware of violations and communicate with offenders by issuing warnings and tickets
- Track and monitor violations to prevent recurrence
- Serving offenders and preparing statements and/or affidavits
- Collect, compile, and preserve evidence of offence in court proceedings and prepare relevant documents for the court
- Prepare and prepare reports or other documentation regarding the status of investigations for prosecution
- Appearing in court as a witness for local government
- Perform all other related tasks not limited to his/her field of expertise

## **MINIMUM REQUIREMENTS**

### **Education**

- University degree in urban planning, criminology, or related field or
- High school diploma and a college diploma in police or corrections technology or criminology or a related field

### **Experience**

- Two (2) years of experience in regulatory enforcement, or
- Experience with a police force would be an asset
- All other related experiences

### **Driver's licence**

- Valid New Brunswick Class 5 driver's license

### **Knowledge**

- Excellent oral and written communication in French and English
- Very good knowledge of the Microsoft Office suite (Windows, Word, Excel, power point)
- Very good practical knowledge of enforcement
- Very good knowledge of provincial court procedures and legal documents

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**Caution: The above statements reflect the characteristic elements of the identified job and are intended to describe the general nature and level of work performed and should not be construed as an exhaustive enumeration of all inherent occupational responsibilities, duties, abilities, and requirements. All staff members may, from time to time, be required to perform tasks outside the scope of their normal responsibilities, as required.**