



Town of Fort Smith

Job Description

By-law Officer

POSITION TITLE: By-law Officer

POSITION NUMBER: 14020

DEPARTMENT: Protective Services

REPORTS TO: Director of Protective Services

CLASSIFICATION: 4 Month Term

LOCATION: Town of Fort Smith Fire Hall

Summary of Position

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

The By-Law Officer reports to the Director of Protective Services 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.

Outline of Duties

- 1. Provides public education and awareness and promote safety to reduce the incidence of accidents and emergencies and bylaw infractions by:**
 - Promoting public safety in all areas including fire prevention, vehicle safety, ATV and snowmobile safety, firearm safety, bicycle safety, etc.
 - Coordinating, promoting and/or delivering safety events concerning public safety such as firearm safety training.
 - Providing safety awareness programs for schools and community organizations.
 - Liaising with community groups and organizations concerning safety issues and concerns.
- 2. Enforces municipal bylaws to ensure a safe environment for community members by:**
 - Conducting regular patrols and performing day to day enforcement activities.
 - Performing court-related activities, as required.
 - Enforcing speed limits and other vehicle regulations.
 - Conducting investigations.
 - Responding to resident complaints and concerns in a timely manner.
 - Maintaining public relations and liaison concerning bylaw awareness and enforcement.
 - Maintaining crowd control, as required.

- **3. Prepares information and attends court proceedings by:**
 - Conducting investigations of complaints and incidents.
 - Ensuring evidence is gathered in an appropriate and legal manner.
 - Following search and seizure procedures.
 - Properly store evidence ensuring security and integrity of evidence is maintained.
 - Maintaining detailed records of incidents.
 - Preparing reports for presentation to court.
 - Presenting evidence and giving testimony in court.
 - Following up on court responsibilities.
- **4. Completes administrative tasks by:**
 - Maintaining accurate records of bylaw infractions, permits, etc.
 - Preparing and submitting regular reports on all relevant areas of responsibility.
- **5. Perform other related duties as required.**

Positions Supervised

The By-law Officer is not required to supervise staff. However, may be required to provide supervision, and give directions to volunteers who are assisting with emergencies, events and other situations.

Contacts

- Mayor and Council
- Senior Administrative Officer
- RCMP
- Court officials
- Directors
- Staff
- Members of the public

Working Conditions

Physical Demands

The By-Law Officer may be involved in physically draining and exhausting activities which may include providing assistance for firefighting, 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 By-Law Officer may work in several facilities and outdoor locations. The By-Law Officer may have to manage several 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 situations and programs may be noisy and busy making it difficult for the Officer to concentrate.

Mental Demands

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.

Knowledge, Education and Experience

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Demonstrated understanding of regulatory bylaws, legislation, policies, procedures and rules of law
- 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
- Work experience that demonstrates 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 dispute resolution 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 required knowledge, education and experience would normally achieved by the following:

- Successful completion of a By-law Officer training program or equivalent enforcement program
- Minimum of 3 years of related enforcement experience.
- Minimum of 19 years of age
- Successful completion of secondary school or equivalent
- Clear criminal record with vulnerable sector clearance
- A valid NWT Driver's License appropriate to the class of vehicle being operated.

Signatures on the following page

Certification

I have read and understand this job description. I have been informed that it is a general description of the duties, responsibilities and qualifications required for my position which forms the basis for my classification level and against which my performance will be evaluated.

Employee Signature

Date

I agree that these duties reflect the requirements of the job.

Supervisor Signature

Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

Senior Administrative Officer

Date