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## JOB DESCRIPTION

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**Job Title:** *By-law Enforcement Officer*  
**Term:** *Contract (4 Years), Full-Time (35 Hours/Week)*  
**Reports To:** *General Manager, South Interlake Planning District; and  
Chief Administrative Officer, R.M. of Rosser*

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### OVERVIEW:

The By-law Enforcement Officer is responsible for providing a broad range of enforcement services for both the South Interlake Planning District (SIPD) and the Rural Municipality of Rosser, in accordance with this job description.

Specifically, the By-law Enforcement Officer is an employee of the SIPD and is responsible for enforcing the SIPD Development Plan By-law and the Secondary Plan By-laws, Zoning By-laws and Building By-laws of its member municipalities (R.M. of Rosser, R.M. of Rockwood, Town of Stonewall and Town of Teulon). In addition, the By-law Enforcement Officer is contracted to the R.M. of Rosser to enforce all municipal regulatory by-laws.

The SIPD and the R.M. of Rosser share the By-law Enforcement Officer's time evenly (50% split) based on a 35-hour work week. The By-law Enforcement Officer reports to the General Manager of the SIPD when providing services for the SIPD, and reports to the Chief Administrative Officer of the R.M. of Rosser when providing services for the R.M. of Rosser.

The SIPD and R.M. of Rosser believe effective by-law enforcement requires a holistic approach. Accordingly, this position will be responsible for a wide range of enforcement related duties, including but not limited to promoting regulatory compliance through education and awareness initiatives, conducting site inspections and investigations, collecting and documenting evidence, reviewing and interpreting applicable legislation, and preparing professional reports, notices, and orders related to enforcement files.

This job description provides a general outline of the principal functions of the position, but is not considered a complete description of all duties and responsibilities that may be assigned to the By-law Enforcement Officer position during the five-year contract term.

### DUTIES & RESPONSIBILITIES:

- Ensure compliance with the SIPD Development Plan By-law and the Secondary Plan By-laws, Zoning By-laws and Building By-laws of its member municipalities (R.M. of Rosser, R.M. of Rockwood, Town of Stonewall and Town of Teulon);

- Ensure compliance with the R.M. of Rosser's municipal regulatory by-laws, including but not limited to: Nuisance Noise By-law, Unsightly Property By-law, Aggregate Quarry Operations By-law, Fire Prevention By-law, Operation of Parks By-law, Dumping of Litter By-law, Animal Control By-law, as well as enforcement of terms included in various Municipal Development Agreements;
- Communicate effectively with members of the public through education, mediation and negotiation, providing adequate opportunity and time to achieve compliance;
- Schedule and conduct routine compliance and enforcement checks;
- Respond to enforcement inquiries in a timely manner;
- Investigate complaints and alleged offences;
- Conduct detailed site inspections of properties throughout the Planning District;
- Take appropriate action based on investigative results, policies, regulations and procedures, including issuing letters, notices, orders, and other enforcement related correspondence;
- Maintain a detailed database of information and evidence for all enforcement files;
- Prepare professional reports and statistical information, related to enforcement work, for Supervisors, the SIPD Board and/or the R.M. of Rosser Council;
- Liaise with other government departments/agencies on enforcement files, as required;
- Provide suggestions to Supervisors for developing new initiatives and programs focused on increasing compliance, including feedback on by-law amendments and/or policy or procedural changes;
- Provide expert witness testimony in court, as required by SIPD and/or the R.M. of Rosser;
- Assist with organizing and coordinating public education and awareness initiatives to promote regulatory compliance;
- Perform additional duties as necessary for the effective and efficient functioning of the Planning District and the R.M. of Rosser.

**REQUIRED SKILLS & QUALIFICATIONS:**

- Must be legally entitled to work in Canada;
- High School Diploma, GED, or equivalent is required;
- Must possess and maintain a valid full stage Manitoba Class 5 driver's license;
- Minimum of two (2) years of demonstrated work experience in municipal by-law enforcement, policing, private investigation, security, or a related field;
- Post-secondary education and/or training in municipal by-law enforcement, policing, private investigation, security, or a related field is considered a strong asset and may be substituted for one (1) year of work experience;
- Ability to interpret provincial legislation, including but not limited to the Municipal Act, the Planning Act, the Municipal By-law Enforcement Act, and the Freedom of Information and Protection of Privacy Act is considered a strong asset;
- Effective investigation, analytical, negotiation and mediation skills are required;
- Familiarity with court procedures, legality of evidence, and the requirements for documenting and presenting evidence;

- Effective customer service, interpersonal, public relations, and problem/complaint resolution skills;
- Excellent oral and written communications skills (ability to speak Punjabi and/or Hindi considered an asset);
- Demonstrated knowledge of computer software applications including proficiency in Windows-based software, including Microsoft Office Suite;
- Must be a proven team player with strong collaboration skills.

**WORK LOCATION AND CONDITIONS:** This position will operate from the SIPD's office located at Unit 5, 15 Davis Way, R.M. of Rosser (CentrePort) (i.e., north of CentrePort Canada Way (PTH 190) and west of Brookside Boulevard). The position will require the By-law Enforcement Officer to conduct regular independent site visits and inspections of residential, commercial, industrial and agricultural properties in a safe, effective, and efficient manner.

**HOURS OF WORK:** Monday to Friday, 8:30AM to 4:30PM, with one hour for lunch. Occasionally overtime work may be required by the SIPD or the R.M. of Rosser. All authorized overtime work shall be compensated in accordance with the SIPD's Human Resource Policy Manual.

**TRANSPORTATION:** The By-law Enforcement Officer will be assigned a work vehicle, for the duration of the contract period, to conduct by-law enforcement duties. The use of the work vehicle will be subject to the By-law Enforcement Officer's execution of the SIPD Work Vehicle Use Agreement, in accordance with the SIPD's Human Resource Policy Manual.

**COMMUNICATION DEVICE:** The By-law Enforcement Officer will be assigned a cell phone to facilitate job duties and responsibilities. The cell phone shall be used in accordance with the SIPD's Human Resource Policy Manual.

**TRAINING:** The SIPD and/or the R.M. of Rosser shall provide applicable training and professional development opportunities to the By-law Enforcement Officer during the contract term, as approved.

**COMPENSATION:** Compensation shall be commensurate with qualifications and experience. This position is eligible for participation in the employee group benefits plan, subject to the offer of employment, and any conditions or requirements of the SIPD's benefits group carrier.

**EXTENSION OF POSITION:** Following the four-year contract period, this position will be re-evaluated and may be extended by a subsequent contract or converted to a permanent full-time position, as determined by the South Interlake Planning District Board and the R.M. of Rosser.