

Town of Wasaga Beach
JOB DESCRIPTION



Department: Administration: By-Law	Division: By-Law Department
Effective Date: April 1, 2017	Revision Date: February 19, 2019
Approved By:	Wage Range: \$24.62-\$28.81 (2018 rates)
Hours of Work: 32-44 hours/week	Value Group: 4

JOB TITLE:

Municipal Law Enforcement Officer/Park Warden Lead; Contract Position

REPORTS TO:

Coordinator, Municipal Law Enforcement/Property Standards

SUBORDINATE POSITIONS:

8 to 10 Summer Employees

JOB PURPOSE: Contract Officer/Supervisor position

This is a dual enforcement position requiring the incumbent to function and perform combined duties of both a Municipal Law Enforcement Officer (MLEO), appointed by Town Council pursuant to the Police Services Act, as well as those of a Park Warden (PW) appointed under the Provincial Parks and Conservation Reserves Act. This position, during the summer enforcement program, is responsible for the oversight and direction of student Park Warden/MLEO's and MLEO's assigned to assist at the Beachfront Area. This position also assumes these same responsibilities when other, more senior supervisors are not on duty (ie. Evenings/Nights/Weekend-usually.)

Municipal Law Enforcement Officer/MLEO Supervisor duties with the Town of Wasaga Beach, municipal boundaries, include but not limited to;

- Utilize and maintain issued uniform and equipment as prescribed;
- Respond to complaints (or proactively) investigate potential infractions of Municipal By-laws and associated legislations to obtain compliance. These by-laws may include clean yards, animal control, noise and nuisance, road occupancy, signs, open fires, zoning, parking, and other by-laws. In addition to operational knowledge of the Municipal Act, a working knowledge of applicable sections of; the Planning Act, Building Code Act, Dog Owners Liability Act, Municipal Freedom of Information and Protection of Privacy Act, and the Provincial Offences Act;

- Maintain notebooks, properly gather evidence including statement taking, complete reports, issue notices, parking tickets, or Provincial Offence Notices or Summons;
- Prepare and submit summaries, Will-Says Statements, evidence lists/copies and any other materials/records necessary to prepare cases for court and/or to meet Disclosure requests; must be willing and able to attend all court matters where/when required.
- Always act in a courteous and professional manner when dealing with co-workers, staff, and the public. Attempt to resolve issues or conflicts in a contentious and effective manner to ensure continued compliance is likely;
- Assist, as directed, to support Special Event activities;
- In addition to parking enforcement activities, maintenance monitoring of parking and public area for hazards. Parking machine servicing and assistance with revenue collection and counting;
- Provide residents and visitors alike, with reasonable assistance with many forms of inquiries. Alternatively, refer unresolved queries to another knowledgeable person or organization;
- Assist in office duties as and when required, including answering phone inquiries, receiving complaints, issuing permits or addressing counter inquiries or other duties as assigned.
- Providing oversight and direction of summer MLEO's and summer MLEO/PW's in fulfilling their respective job duties and assignments in a respectful, efficient and effective manner.
- To immediately report to your Supervisor and the Sr. MLEO, all allegations (or personal observations) of any actions, conduct or activities of any sort that involve Town staff and allege incompetence, maleficence, wrongdoing or any behaviors or communications that could damage the reputation or create potential liability of any kind, toward Town staff, contractors, members of council or other associated person(s).

Park Warden/PW Supervisor duties include, but not limited to;

- Utilize uniform, essential safety gear and equipment, including body armour as prescribed, while located in the Wasaga Beach Provincial Park regulated areas that are subject to an Agreement that permits the Town to exercise restricted operational control on these lands (Agreement Area);
- While operating in conformance to the Agreement, provide security and enforcement functions that allow park visitors to have a peaceful and enjoyable visit without being disturbed by other and protect the parks property and resources;
- To investigate and enforce any potential violations within the Agreement area; this requires working knowledge of the following legislations:
 - Provincial Park and Conservation Reserves Act, 2016
 - Liquor Licence Act
 - Trespass to Property Act
 - Highway Traffic Act
 - Off-Road Vehicles Act
 - Motorized Snow Vehicles Act
 - Forest Fires Prevention Act;

- Enforcement actions are guided by Ontario Parks policies which include the legislative power to stop persons or vehicles, power to search and seize, the power to arrest and release (or hold) and the power to issue warnings, Offence Notices, or Summons to compel appearance in court;
- Maintain a functional knowledge of the Park Emergency Plan and direct or assist in locating lost or missing persons or in other emergency assignments as required
- Complete and maintain notebooks, all document forms, notices, and reports, both in relation to the Agreement as well for the Town's records;
- Attend court, including; prepare all necessary forms, crown briefs, disclosures or statements in a timely and complete manner;
- Comply with all Provincial Park Policies set out in the Agreement;
- Maintain a working knowledge of the Park Management Plan and the Class Environmental Assessment for Provincial Parks and Conservation Reserves;
- Be trained, certified and appointed as a Park Warden and maintain proficiency with all required training and all issued equipment and associated programs or requirements;
- To provide direction and guidance to other student MLEO's and MLEO/PW's where required, including attending with those officers to provide direct assistance outside of the Agreement Areas when requested or scheduled to do so;
- Or to act as a Park Warden Supervisor– Officer in Charge when directed or scheduled to do so. This may include a shift where in addition to other PW's, other student MLEO's may be on shift, outside the Agreement area, that require oversight and direction;
- Annually, to review Training materials for the Park Wardens ensuring that materials are up to date, accurate and to identify any deficiencies. Additionally, to instruct both Park Wardens and MLEO's on policies/procedures related to Warden activities and the Provincial Park Agreement requirements.

Park Warden Supervisors duties, functions, or assignments include;

- Provide oversight and direction to student/summer MLEOs and MLEO/PWs including those designated or scheduled as Park Warden Supervisor – Officer in Charge;
- Ensure that all requests for service are properly responded to in a timely manner and dispositions properly completed;
- Monitor all on-duty shift officers, duty assignments, locations, check-in proceedings, and functional efficiency to ensure operational integrity and officer safety is maintained;
- Monitor all duty assignments, investigations and patrol activities to ensure compliance with operational standards and requirements. Report all operational issues or challenges to ensure corrective actions can be taken in an appropriate timeframe;
- Ensure Park Warden activities comply with all Park Policies, the Park Management Plan and the spirit of the Agreement;
- Ensure all required reports are carefully completed and submitted in accordance with the Agreement;
- Respond to any complaints concerning officer conduct and immediately inform a Supervisor as directed;
- Recommend any procedural/operational functions that need review to ensure objectives can be met;

- Always act with tact, diplomacy and good judgement.

Statement of MINISTRY OF NATURAL RESOURCES AND FORESTRY – DUTIES & RESPONSIBILITIES for Enforcement, to be adopted and adhered to pursuant to the Agreement:

Provides technical, operational, monitoring, enforcement and group leadership duties for the successful implementation of the park operating Agreement area by:

- Enforcing provincial statutes (i.e. Provincial Parks and Conservation Reserves Act, Liquor Licensing Act, Highway Traffic Act, etc.);
- Documenting warnings, laying charges as required, and attending court as required;
- Maintaining an accurate and detailed record of all enforcement activities/occurrences, compiling occurrence reports, and preparing seized items for disposal;
- Working in compliance with the Occupational Health and Safety Act and its Regulations and any workplace practices as directed by the employer;
- Ensuring that workers take precautions to protect the health and safety of themselves and others by complying with such acts, codes, policies, procedures or accepted workplace practices as may be appropriate;
- Advising workers of actual and potential dangers in the workplace and the required precautions;
- Providing customer information and/or assistance, hazards and the benefits of wise use of park resources according to park policies, practices and regulations;
- Assisting with the collection of visitor statistics;
- Promoting user compliance with park rules and regulations through public contact and routine/non-routine patrols;
- Carrying out routine facility inspections for their security, damage and to ensure their normal operations;
- Advising/reporting/recording problems, violations and complaints as per Agreement;
- Providing general resource management information.

Performs other related duties such as:

- Duties as required during park emergency situations within the Agreement Area only.
- Preparing daily reports as required
- Other duties as assigned

TASKS:

% of Time

Note: The nature of this position requires a significantly higher portion of Park Warden Supervisor duties in the summer season (May-Sept.) while performing MLEO Officer and/or Park Warden only (non-supervisory duties), in the remaining portion of the contract period; these percentages reflect the totals estimated over the duration of the complete contract.

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| 1. Municipal Law Enforcement | 55% |
| Receive and resolve Municipal Bylaw complaints; requires law enforcement knowledge, diplomacy, and being neat and accurate is very important | |
| 2. Park Warden | 25% |
| Receive and resolve Park related complaints; requires law enforcement | |

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3. Additional Duties from Town of Wasaga Beach **15%**
Provide assistance to various Departments within the Town of Wasaga Beach jobs may include; moving boxes and furniture, delivering letters and notices, picking up parcels, installing and uninstalling parking meters

4. Mail & Bank Deliveries/Other **5%**
Daily mail delivery to and from Town Hall to Canada Post and delivery of daily bank deposits to the Town's bank and other duties as assigned

QUALIFICATIONS / EDUCATION:

- Enrolment in or completion of a College/University Program and/or Police Foundations;
- Previous enforcement experience would be an asset;
- Previous MLEO or Park Warden experience is preferred.
- Standard First Aid and CPR Certificates;
- Successful completion of OMNRF Park Warden training resulting in an appointment; achieving annual recertification thereafter;
- Enhanced Security Screening;
- Initial Certification or Annual Certification Witness – one year;
- Able to provide a valid Class G Ontario's Drivers Licence and appropriate drivers' abstract and criminal records check – vulnerable sector upon hire;
- Able to work a variety of shifts including days, evenings, nights, weekends and statutory holidays;
- Good public relations and communication skills;
- Must be physically fit and able to work in extreme weather conditions.

EXPERIENCE:

- Six (6) months previous related job experience, six (6) months on the job, one (1) year total relevant experience.

ACKNOWLEDGEMENT OF RECEIPT:

Employee (please print name & sign)

Date

HR/Manager (please print name & sign)

Date

Department Head (please print name & sign)

Date