

Town of Wasaga Beach

JOB DESCRIPTION



Department: Bylaw	Division: Administration
Effective Date: January 1, 2007	Revision Date: February, 19, 2019
Approved By: Chief Administrative Officer	Wage Range: \$31.60 – \$36.96 (2018 rates)
Hours of Work: 40 Hours/wk; varied shifts	Value Group: Group 6

JOB TITLE:

Property Standards, Enforcement & Parking Officer

REPORTS TO:

Coordinator, Municipal Law Enforcement/Property Standards

SUBORDINATE POSITIONS:

8 to 10 Summer Employees

JOB PURPOSE:

Under the Supervision of the Coordinator, Municipal Law Enforcement/Property Standards, the Property Standards, Enforcement, & Parking Officer is to ensure enforcement and compliance with municipal by-laws, particularly pertaining to property standards but will include (not limited to) parking, noise, zoning, fire, signs, animal control, which includes inspections, investigating, maintaining proper records, and preparing, collecting and providing evidence.

This position also administers the Town's Parking Enforcement & Management System, including the maintenance of the equipment and the inspections of the municipal lots. This position also supports the use of Municipal properties (Lots/Streets) for utilization by special events.

This position also assists, from time to time, with Park Warden enforcement duties & supervision of the summer MLEO/Park Warden program as required.

Departmental duties also include providing: advice to the general public regarding the interpretation of regulatory by-laws. Provides traffic control and lot/road closure services for special events along with related inspections and enforcement as required; issuance of dog tags, licenses and permits; collection of coin, mail and bank deposits. Supports enforcement services by providing and ensuring complaints received are logged appropriately and acted upon in a timely and professional manner, providing a high level of customer service.

TASKS:**% of Time**

- 1. Property Standards Officer 30%**
 - Enforce the Property Standards By-Law for compliance;
 - Receive complaints, investigate property, apply By-Law to each situation; if necessary, issue Orders to Comply or Emergency Orders under the *Building Code Act*, follow up inspection, and arrange for municipality to clean property, if necessary, as directed;
 - Bring charges for non-compliance or arrange for full cost recovery including Municipal fees, through the Treasury Department;
 - Prepare documents, attend and testify at Property Standards hearings.

- 2. Parking Enforcement & Management Systems 25%**
 - Maintain all parking related equipment and systems;
 - Install, service and maintain Pay & Display Parking Machines, seasonal storage, maintenance and Simm Card management;
 - Ensure daily machine functionality through both online monitoring and regular in-filed checks;
 - Advise Senior Municipal Law Enforcement Officer of service issues requiring qualified technicians;
 - Monitor and remove coin vaults as required and follow established recovery procedures for coin handling deposits;
 - Repair, replace and update signage, both on machines as well as area signage and lot signage;
 - Control and Management of Parking Ticketing systems, including Handheld Devices, printers, docking stations, online payment system input, management and payment processing;
 - Compliance with ARIS access agreements, MTO data handling and retention protocols;
 - Parking Lot/on-street parking space capital maintenance, review and safety monitoring, including annual line painting needs or surface repairs and marking of hazard area to protect persons and property;
 - Provide instructional training, guidance and oversight to summer staff that are assigned parking enforcement and special event set-up duties;
 - Inspection of municipal lots for hazards.

- 3. Municipal Law Enforcement 20%**
 - Provides assistance and information to the public relating to municipal by-laws;
 - Support enforcement and compliance with municipal by-laws, including but not limited to parking, noise, zoning, fire, signs, animal control;
 - Assist in the receiving and investigation of complaints; carries out investigations and inspections regarding suspected violations; gathers information and evidence, conducts witness interviews, collects witness statements, prepare summons, and other necessary documents, issues parking tickets and Part I & III charges under the Provincial Offences Act; Employ various compliance strategies to ensure that all municipal by-laws and other legislation are adhered to; ensure that compliance is a priority working with business owners, members of the public to ensure that the public's best interest and safety are addressed;
 - Maintain proper records, databases, computerized and paper, and preparing, collecting and giving evidence;
 - Act as Court Officer by assembling all court-related documents, creating and/or

reviewing crown briefs, for all material required for prosecutions, including tracking of court appearances, witness requirements and recording out comings/follow-ups;

- Issue dog tags, licenses and permits and collects coin for parking; back up for business licensing, if required;
- Liaises with other departments/agencies to enforce regulations.

4. Additional Duties

15%

- Provide assistance to various Departments within the Town of Wasaga Beach jobs may include; moving boxes and furniture, delivering letters and notices, and picking up parcels; pick up and deliver mail and bank deposits;
- Oversee authorized parking lot/road closures approved in conjunction with special events or as directed by Town, in accordance with established safety practices;
- Participate in Special Event pre/post planning sessions and provide input/feedback;
- Document the daily utilization of all available municipal spaces during periods or special events to establish statistical data on usage of both free/paid parking spaces;

5. Supervisor of Summer Employees

5%

- Assist in facilitating the delivery of summer officer training program;
- Provide assistance in the supervision of summer employees; answer questions from employees, deal with public if required and resolve conflicts as needed;
- To immediately report 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);

6. Animal Control

5%

- Ensure enforcement and compliance of municipal animal control by-laws, working with pet owners to ensure that public interest and safety issues are addressed;
- Perform necessary duties pertaining to Animal Control, including impoundment and release of dogs at large;
- Conduct Dog Owners' Liability Act (DOLA) investigations and seek Orders as required;
- Emergency back-up on an as needed basis for Animal Control Contract functions including dead animal pick-up and disposal or dog impoundments;
- Provide animal control on-call service on a rotational basis for evenings, weekends and holidays.

QUALIFICATIONS / EDUCATION:

- Successful completion of a minimum 2 year post-secondary education, preferably in Law and Security, Police Foundations or related field, or equivalent experience;
- Thorough knowledge and understanding of the *Building Code Act, Municipal Act, Provincial Offences Act, Dog Owners Liability Act*, municipal by-laws, Provincial Parks related legislation/Acts/statutes/regulations and current industry practices and procedures;
- Ability to work independently, and to interact effectively and courteously with all contacts in a political and community/client service environment, to exercise

discretion and judgment when handling confidential/sensitive/controversial information and assure the security of such information/files; to building cooperative/collaborating working relations;

- Excellent analytical, problem-solving, organizational, interpersonal, communications, report-writing, public relations, conflict resolution, time management and inspection skills;
- Ability to act in a confident and professional manner under stressful situations, including providing evidence in court, and respond promptly to customer needs;
- Experience in working in a computerized environment;
- Valid Class "G" Driver's License and Driver's Abstract in good standing;
- Must be able to work in a variety of weather conditions and operate relevant equipment;
- Clean Criminal Record, Vulnerable Sector and Police Record Name Check as condition of employment;
- Must be able to work a variety of shifts, including nights, evenings, weekends and statutory holidays, particularly in the spring and summer months.

PROFESSIONAL DESIGNATION:

- Municipal Law Enforcement Officer Certification preferred.
- Property Standards Officer Certification required.

EXPERIENCE:

Three (3) years previous related job experience, one (1) year on the job, four (4) years 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