

MUNICIPALITY OF CROWSNEST PASS

REVISED MARCH
2007

JOB DESCRIPTION

BYLAW ENFORCEMENT OFFICER/SPECIAL CONSTABLE

POSITION TITLE:	BYLAW ENFORCEMENT OFFICER/SPECIAL CONSTABLE
REPORTS TO:	CHIEF ADMINISTRATIVE OFFICER
REVISION DATE:	

POSITION SUMMARY

The Crowsnest Pass Bylaw Enforcement Officer/Special Constable has responsibility for investigation and enforcement of the Municipality of Crowsnest Pass Bylaws and various Provincial Statutes.

This position reports to the Chief Administrative Officer and would liaise with the Sergeant of the Crowsnest Pass R.C.M.P. detachment.

Job Requirement

1. Shall be responsible for enforcing all municipal Bylaws and Provincial Statutes which may include:
 - Highway Traffic Act
 - Gaming and Liquor Act
 - Motor Transport Act
 - Motor Vehicle Administration Act
 - Off Highway Vehicle Act
 - Animal Protection Act
 - Dangerous Dogs Act
 - Stray Animal Act
 - Provincial Offences Procedures Act
2. Shall assist and work cooperatively with other enforcement agencies when required, including RCMP and Animal Control Officer
3. Shall be responsible for investigating all bylaw related complaints, gathering applicable information and ensuring appropriate solutions considering legal requirements, policies, municipal expectations and common sense with any necessary follow up investigation conducted.
4. Shall be responsible for maintaining documentation of actions taken in responding to complaints and investigations as may be necessary to support prosecutions and to ensure accurate and efficient functioning of the position.

Job Requirement – cont'd

5. Shall respond to public inquiries regarding bylaw issues in a timely, expedient and professional manner and undertake an educational role when appropriate to a situation.
6. Shall promote and deliver a variety of safety programs as may be required, including business security, school bus, bicycle and pedestrian safety, and other topics as they arise.
7. Shall perform court related duties including testifying in relation to offenses and serving or executing court documents as may be required.
8. Shall patrol the community on a regular basis, for enforcement and prevention of offences, including areas of specific interest or concern as may be identified.
9. Shall liaise with other municipal agencies or departments when required
10. Shall visit local businesses in the Municipality for educational purposes and to ensure compliance with licensing requirements, including transient businesses.
11. Shall utilize positive public relations practices and a high degree of professionalism in dealings with the public and promoting public awareness in areas of responsibility
12. Shall prepare reports as may be requested by the supervisor and advise the supervisor of any significant issues or incidents
13. Shall maintain equipment in good condition and provide recommendation for additional or replacement equipment as may be required.
14. Shall maintain working knowledge of bylaws, regulations, provincial statutes and enforcement issues as may be required for the efficient undertaking of the special constable role.
15. Shall work shifts as assigned with consideration to local conditions which may require a non-standard work week.
16. Shall organize other work duties to maintain visibility in the Municipality through maximization of patrol time and enforcement activities.
17. Shall perform other related duties as may be assigned.

Job Qualification Requirements

1. Valid Class 5 Alberta Driver's License.
2. 2 Year College Diploma (Criminal Justice) or equivalent
3. Minimum three years experience in a bylaw enforcement field
4. Required to be appointed as a Special Constable/Community Peace Officer
5. Standard First Aid
6. The ability to exercise good judgment and discretion
7. Criminal Record Check prior to appointment as a By-Law Enforcement Officer/Special Constable
8. Knowledge of all municipal bylaws.

Personal Attributes

1. The Bylaw Enforcement Officer/Special Constable shall demonstrate strong personal characteristics such as honesty, integrity and trustworthiness.
2. The Bylaw Enforcement Officer/Special Constable shall be able to work as a member of a team and must get along well with others, including those of different cultural, gender and nationalities.
3. The Bylaw Enforcement Officer/Special Constable shall possess good inter-personal skills and shall demonstrate acceptable public relations skills in dealing with the public.
4. The Bylaw Enforcement Officer/Special Constable must often work alone to work with a minimum of supervision. He/she shall demonstrate decision-making skills and must work well under pressure and strict time lines.

MUNICIPALITY OF CROWSNEST PASS

REVISED MARCH
2007

JOB DESCRIPTION

BYLAW ENFORCEMENT OFFICER/SPECIAL CONSTABLE

POSITION TITLE:	BYLAW ENFORCEMENT OFFICER/SPECIAL CONSTABLE
REPORTS TO:	CHIEF ADMINISTRATIVE OFFICER
REVISION DATE:	

POSITION SUMMARY

The Crowsnest Pass Bylaw Enforcement Officer/Special Constable has responsibility for investigation and enforcement of the Municipality of Crowsnest Pass Bylaws and various Provincial Statutes.

This position reports to the Chief Administrative Officer and would liaise with the Sergeant of the Crowsnest Pass R.C.M.P. detachment.

Job Requirement

1. Shall be responsible for enforcing all municipal Bylaws and Provincial Statutes which may include:
 - Highway Traffic Act
 - Gaming and Liquor Act
 - Motor Transport Act
 - Motor Vehicle Administration Act
 - Off Highway Vehicle Act
 - Animal Protection Act
 - Dangerous Dogs Act
 - Stray Animal Act
 - Provincial Offences Procedures Act
2. Shall assist and work cooperatively with other enforcement agencies when required, including RCMP and Animal Control Officer
3. Shall be responsible for investigating all bylaw related complaints, gathering applicable information and ensuring appropriate solutions considering legal requirements, policies, municipal expectations and common sense with any necessary follow up investigation conducted.
4. Shall be responsible for maintaining documentation of actions taken in responding to complaints and investigations as may be necessary to support prosecutions and to ensure accurate and efficient functioning of the position.

Job Requirement – cont'd

5. Shall respond to public inquiries regarding bylaw issues in a timely, expedient and professional manner and undertake an educational role when appropriate to a situation.
6. Shall promote and deliver a variety of safety programs as may be required, including business security, school bus, bicycle and pedestrian safety, and other topics as they arise.
7. Shall perform court related duties including testifying in relation to offenses and serving or executing court documents as may be required.
8. Shall patrol the community on a regular basis, for enforcement and prevention of offences, including areas of specific interest or concern as may be identified.
9. Shall liaise with other municipal agencies or departments when required
10. Shall visit local businesses in the Municipality for educational purposes and to ensure compliance with licensing requirements, including transient businesses.
11. Shall utilize positive public relations practices and a high degree of professionalism in dealings with the public and promoting public awareness in areas of responsibility
12. Shall prepare reports as may be requested by the supervisor and advise the supervisor of any significant issues or incidents
13. Shall maintain equipment in good condition and provide recommendation for additional or replacement equipment as may be required.
14. Shall maintain working knowledge of bylaws, regulations, provincial statutes and enforcement issues as may be required for the efficient undertaking of the special constable role.
15. Shall work shifts as assigned with consideration to local conditions which may require a non-standard work week.
16. Shall organize other work duties to maintain visibility in the Municipality through maximization of patrol time and enforcement activities.
17. Shall perform other related duties as may be assigned.

Job Qualification Requirements

1. Valid Class 5 Alberta Driver's License.
2. 2 Year College Diploma (Criminal Justice) or equivalent
3. Minimum three years experience in a bylaw enforcement field
4. Required to be appointed as a Special Constable/Community Peace Officer
5. Standard First Aid
6. The ability to exercise good judgment and discretion
7. Criminal Record Check prior to appointment as a By-Law Enforcement Officer/Special Constable
8. Knowledge of all municipal bylaws.

Personal Attributes

1. The Bylaw Enforcement Officer/Special Constable shall demonstrate strong personal characteristics such as honesty, integrity and trustworthiness.
2. The Bylaw Enforcement Officer/Special Constable shall be able to work as a member of a team and must get along well with others, including those of different cultural, gender and nationalities.
3. The Bylaw Enforcement Officer/Special Constable shall possess good inter-personal skills and shall demonstrate acceptable public relations skills in dealing with the public.
4. The Bylaw Enforcement Officer/Special Constable must often work alone to work with a minimum of supervision. He/she shall demonstrate decision-making skills and must work well under pressure and strict time lines.