



## ***Municipal Law Enforcement Officer, Parks and Beaches (Temporary May to September)***

We're recruiting energetic people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

You will proactively ensure compliance with and/or enforce select Town by-laws, certain provincial statutes and regulations, with a particular emphasis on the Town's Parks and Beaches by-laws. With a valid driver's license and a college diploma in a related discipline, you possess or are working towards certification as a Municipal Law Enforcement Officer and/or Property Standards Officer. You are self-confident and skilled in conflict resolution/mediation, able to professionally handle confrontational situations with tact and diplomacy. Organized and proactive, you have demonstrated the ability to meet strict deadlines with accuracy and quality, and excel in a multi-disciplinary environment.

This non-union position offers an hourly rate of \$19.16 based on 40 hours per week, which includes Saturdays and Sundays.

***Fort Erie...a welcoming, prosperous connected  
community of choice***

[Click here to apply](#). The deadline for receiving applications is 12:00 **NOON** local time on **Tuesday, April 7, 2020**. Only applicants chosen for interviews will be contacted. Personal information is collected pursuant the *Municipal Act, 2001, as amended* to determine eligibility for employment. The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request.

# Municipal Law Enforcement Officer - Parks and Beaches

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**Department:** Infrastructure Services

**Division:** Parks and Facilities Division

**Reports to:** Supervisor, Parks & Arenas/Supervisor, Parks & Cemeteries

## Position Objective

Enforce/gain compliance with municipal by-laws during peak demand periods.

## Duties & Responsibilities

1. Conduct patrols; administer and enforce the Town's by-laws, particularly those regarding parking, parks and beaches in consultation with full-time municipal law enforcement officers.
2. Collect and prepare evidence; swear informations; prepare court files; serve summonses.
3. Record/maintain accurate, comprehensive notes of all complaints, investigations and enforcement activities; maintain a confidential, effective and comprehensive records management system.
4. Enhance and ensure the welfare and safety of the citizens of the Town by receiving and resolving problems, gaining voluntary compliance and assisting in mediating disputes.

## Education & Experience

- OSSD or equivalent
- Post-secondary education in law enforcement or policing
- Valid drivers' license with driving record acceptable to The Corporation

## Knowledge

- Applied, technical knowledge of MS Office
- Knowledge of investigative and law enforcement practices and procedures
- Knowledge of the Provincial Offences Act and rules of procedure
- General knowledge of municipal by-laws
- General knowledge of good customer service practices

## Skills & Ability

- Ability to
  - adhere to strict deadlines and limitation periods
  - communicate effectively with staff, outside agencies and members of the public

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- effectively and accurately organize, prioritize and complete tasks with limited supervision and limited re-work; attention to detail
- exercise self-control, tact, discretion and confidentiality
- safely operate a Corporation vehicle; use safe work practices and maintain a safe work environment
- speak and write effectively in English
- understand, interpret and apply provincial statutes, regulations and local by-laws
- Concern for image impact/integrity
- Conflict resolution/mediation
- Initiative
- Integrity
- Self-confidence

## Work Demands

- Office environment and field work in all weather conditions
- Close attention to detail ensure accuracy and avoid errors
- Some processes have strict deadlines and limitation periods
- May involve dealing with emotionally charged situations
- Shift work
- Occasional work outside traditional workday, including weekends and holidays
- May include extended periods of walking

## Direction of Others

Not applicable

## Position History

This position was created in May 2015 in response to Council's request for additional by-law enforcement during the summer months.

This Job Description was reviewed in July 2017 for AODA compliance and organizational changes and reporting. It was updated in April 2018.

## ORIGINAL SIGNED

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date