



REGION OF WINDSOR AND WEST HANTS MUNICIPALITY

**By-Law Officer
Full Time Permanent Position Job Posting**

**BRING YOUR POSITIVE ENERGY AND BE A PART OF
NOVA SCOTIA'S NEWEST REGIONAL MUNICIPALITY**

The Region of Windsor and West Hants Municipality is a diverse collection of rural & urban communities conveniently located in equal proximity to Halifax, the Valley, and Truro; but yet, its own cultural blend that brings quality family living, diversity, fun & festivities, and service centres together. If you are enthusiastic and driven and want to be part of a fun & energetic organizational culture; keep reading!

We are currently accepting applications to fill the position of By-Law Officer.

Reporting to the Manager of Building and Fire Inspection Services, the By-Law Officer provides by-law enforcement services.

The preferred candidate must have the following:

- High School Diploma or equivalent
- Basic training in law enforcement and/or experience in law enforcement activities (e.g. guards, by-law officer, special constable)
- municipal government experience/training is an asset
- A valid Nova Scotia Driver's License
- Access to a reliable vehicle

A complete copy of the job function/description can be obtained on any of the following

- www.strongerregion.ca
- <https://www.town.windsor.ns.ca/employment-opportunities.html>
- <https://www.westhants.ca/current-opportunities.html>

Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Freedom of Information and Protection of Privacy Act, Nova Scotia.

Qualified applicants are invited to submit their CV or resume with cover letter (merged into one PDF document) with "By-Law Officer" in the subject line no later than 4:30pm on Thursday, February 20, 2020 to the attention of Shelleena Thornton, Administrative Supervisor, Region of Windsor and West Hants Municipality – sthornton@town.windsor.ns.ca

Position Title: By-law Officer
Department/Division: Planning and Development
Reports To: Manager, Building and Fire Inspection Services
Direct Reports: No
Classification: Full-time

Position Summary: Provides the services regarding animal control, special constable and by-law enforcement. The By-law Officer monitors compliance, investigates violations and enforces by-laws within the Region. The individual must be perceived by the public as being an outstanding law-abiding citizen. The By-Law Officer is one of a team of two persons enforcing the By-laws of the Region and may be required to be on call and available to respond to emergency calls during nights and weekends. The By-Law Officer may be required to supervise individuals hired on a temporary or casual basis to assist in providing these services.

JOB DUTIES AND RESPONSIBILITIES¹

By-Law Enforcement

- Issues summary offence tickets and/or warnings
- Delivers orders/notices/letters relating to Council or Committee direction involving the by-laws of the Region
- Swears affidavits regarding the delivery of orders/notices/letters
- Attends court to give testimony on the delivery of orders/notices/letters and observations
- Investigates complaints and gathers evidence (e.g. speaks with residents)
- Videotapes by-law violations for viewing by committees, Council, or courts
- Observes and investigates acts of non-compliance
- Enforces by-laws
- Delivers/posts tax sale notices and orders related to the collection of taxes as directed by the Director of Finance

Animal Control Duties

- Enforces the Animal Control By-Laws
- Applies for warrants to seize dogs
- Apprehends dogs
- Trains special constables to provide animal control services
- Liaises with SPCA for disposition of animals to foster care

Record Keeping

- Takes notes, updates and maintains files

JOB CHARACTERISTICS

The By-Law Officer may be required to be available to respond to emergency calls on nights and weekends

Work Environment

- spends a large percentage of time traveling within the Region
- has a lot of direct contact with the public and may experience angry or upset individuals
- works alongside the RCMP at times when dealing with high conflict situations
- works outside, year-round as required

JOB REQUIREMENTS (KNOWLEDGE, SKILLS, EDUCATION, AND TRAINING)

Education & Experience

- High School Diploma or equivalent
- Basic training in law enforcement and/or experience in law enforcement activities (e.g. guards, by-law officer, special constable)
- municipal government experience/training is an asset

Training & Certification

- ability to obtain or possession of a Possession Acquisition License (PAL)

Knowledge, Skills, & Abilities

- Knowledge of the by-laws of the Region
- Strong communication skills (verbal and written)
- Excellent interpersonal skills. Must be comfortable interacting with the public
- Able to deal with difficult situations (e.g. de-escalating conflict, diffusing tense situations)
- Excellent organizational skills
- Good stress management skills

Other

- A valid Nova Scotia Driver's License