



Selwyn Township Job Description

Position: By-Law Enforcement Officer	Page: 1 of 4
Reports To: Manager of Building & By-Law Services	Date: October 2026
This Job Description is: ____ New ____ Existing <u> x </u> Revised	

Job Summary:

To provide education, investigation, compliance and enforcement of municipal by-laws and related legislation. Provides advice to the general public, Council and staff regarding the interpretation of the Township regulatory by-laws.

Duties and Responsibilities:

1. Appointed as a Provincial Offences Officer for the purpose of carrying out the duties of a Municipal Law Enforcement Officer, including the education, investigation, compliance and enforcement of municipal by-laws and appropriate Provincial offences.
2. Appointed as a Property Standards Officer for the purpose of carrying out the duties of a Municipal Law Enforcement Officer, including the education, investigation, compliance and enforcement of the Township's Property Standards by-law, other by-laws which may apply to the use and occupancy of any building or piece of land, and the appropriate Provincial legislation.
3. In accordance with municipal requirements, performs the enforcement of any other municipal by-laws.
4. Provides exceptional customer service, tact and professionalism while working with the public through education and explanation to obtain compliance and resolve conflicts.
5. Responds proactively and reactively to complaints or issues regarding by-law infractions including site visits, witness interviews, consultation with property owners, and notification of contravention. Provides follow up to ensure compliance.
6. Exercises responsibilities under the legislative authority of the Municipal Act, Planning Act, Provincial Offences Act, Building Code Act, and any other legislation as required.
7. Captures and documents occurrences and other matters in accordance with Township practices and files documentation accordingly.
8. Issues orders, tickets or fines for violations of Township By-laws in conformity with related legislation.

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Duties and Responsibilities: (Cont'd)

9. Performs inspections to assist in the issuance of municipal permits and licenses (ie. Refreshment vehicles, Boarding, Lodging & Rooming Houses, Trailer parks, dogs etc.)
10. Ensures that all relevant inspections, orders or notices are executed as they relate to permits issued or regulations violated.
11. Prepares court documents to ensure adequate and complete information is available for court proceedings. Attends and gives evidence in court, as required.
12. Maintains effective and cooperative liaison with all Township departments with respect to Municipal Law matters.
13. Assists with the research and development of Municipal Bylaws. Demonstrates commitment to personal and professional development by remaining current with new legislation, regulations, and best practices relating to the functions of the department in order that professional competence is maintained.
14. Responds to telephone, letter and counter inquiries from the general public.
15. Attends meetings, prepares reports and maintains records as required.
16. Participates in special projects where required.
17. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
18. Responsible to adhere to the Occupational Health and Safety Act and the Municipal Health and Safety Policy.
19. Performs other duties and carries out special projects as assigned.

Supervision:

This position does not require the incumbent to supervise or direct the work of others.

Contacts:

Internal: With the Manager of Building and By-Law Services and co-workers for the purpose of obtaining and sharing information to complete work assignments.

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External: With various lawyers, Municipal/Provincial and other agencies to provide and obtain information.

With the general public to provide information, ensuring polite and tactful relations.

Working Conditions:

Exposure to a normal office environment.

Exposure to undesirable environmental characteristics /hazards and inclement weather during site visits/inspections.

Exposure to moderate risk involved with entry onto private property, dealing with angry or upset residents, for properties in contravention to standards and animal control.

Requires adequate physical condition to conduct site visits/inspections.

Occasionally required to work beyond normal office hours to meet deadlines, including evening and weekend hours.

Job Knowledge:

Successful completion of a 2 year College Diploma program in law enforcement or equivalent education and/or experience. Minimum of two (2) years of related experience in a similar industry setting is required.

Eligibility for membership in the Municipal Law Enforcement Officers' Association is required.

Eligibility for membership in the Ontario Association of Property Standards Officers and designation as a Certified Property Standards Officer is required.

Knowledge and proficiency in the interpretation and application of various Municipal, Provincial and Federal statutes and by-laws such as the OBC Act and Regulations, the Fire Code, the interpretation of Planning Documents, and Property Standards By-law.

Excellent organizational and communication skills. Proven ability to demonstrate integrity, creativity and adaptability in complicated or difficult situation and in managing conflicting demands from stakeholders.

Must possess a valid Class "G" driver's license.

Knowledge of personal computers and word processing.

Knowledge of PSD Citywide is considered as an asset.

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Key Competencies:

- Accountability
- Analytical Thinking
- Communication
- Customer Focus
- Decision Making
- Job Knowledge
- Quality Orientation