

**JOB DESCRIPTION  
BY-LAW ENFORCEMENT OFFICER  
TOWN OF DIGBY**



**Position Status:** Permanent Position Full-time.

**Department:** Protective Services

**Reporting:** The By-law Enforcement Officer is accountable to and reports directly to the Chief Administrative Officer.

**Subordinate Staff:** School Crossing Guards

**Purpose and Objectives:**

The By-Law Enforcement Officer/Special Constable is accountable to the Chief Administrative Officer for Protective Services (excluding RCMP) and the overall enforcement of the Town By-Laws, the sections of the Motor Vehicle Act which pertain to the parking regulations. Part XV with regards to Dangerous and Unsightly Property of the Municipal Government Act.

**Position Summary:**

The By-law Enforcement Officer is responsible for enforcing municipal by-laws and parking regulations as well as providing public education and awareness programs and services in order to ensure the protection of residents, property and employees. Through the course of their duties, the By-Law Enforcement Officer will be required to respond to complaints, investigate appropriately, issue tickets as required, participate in judicial hearings and court proceedings, and follow law enforcement policies and procedures. Other responsibilities will include administrative tasks such as but not limited to the creation and maintenance of records, preparation of associated reports, and the management of the By-Law enforcement budget. Carry out research, gather information, and draft bylaws, administrative, operational and general policies for recommendation to the Chief Administrative Officer.

**Responsibilities/Accountabilities:**

The following is a general outline only of the duties and responsibilities involved in this position. It is not intended to be all inclusive or to limit the employee's opportunity to use his/her own initiative to expand his/her capabilities beyond this scope and thereby his/her value to the Town. It is also not intended to limit the Chief Administrative Officer's right to assign other duties.

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➤ **Administration:**

- ✓ Be familiar with the by-laws of the Municipality of the Town of Digby; ensure public compliance with municipal by-laws through negotiation, education, issuance of summary offence tickets and/or warnings, laying of charges, preparing and serving orders to remedy; swearing Affidavits regarding the delivery of orders/notices/letters and warnings;
- ✓ Conduct site assessments and/or inspections for by-law compliance and/or violations; document file information of site assessments and inspections; maintain and monitor files; identify and document work required to remedy dangerous or unsightly premises;
- ✓ Swearing Affidavits regarding the delivery of orders/notices/letters and warnings; prepare, deliver and make recommendations through written reporting regarding by-law violations; administer and maintain accurate and detailed records of all by-law violations and warnings;
- ✓ Issue municipal by-law tickets to individuals who violate the Town's by-laws; serve summonses and legal documentation on behalf of the municipality; represent Town of Digby as a witness in prosecution proceedings; document and compile evidence for the Town Solicitor;
- ✓ Maintain effective and regular communications with the Chief Administrative Officer
- ✓ Work as a member of the senior management team.
- ✓ Attend senior management team meetings as required by the Chief Administrative Officer.
- ✓ Maintain a liaison with representatives of other Municipal Units and appropriate Federal and Provincial Departments.
- ✓ Maintain a liaison with the general public.
- ✓ Maintain a close liaison with the Director of Finance with respect to the Protective Services budget and assist the Director of Finance in the preparation of departmental budgets.
- ✓ Ensure that the departmental budgets stay within the approved budget; where an expense will exceed budget limits, report to the Chief Administrative Officer for direction and/or approval.

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- ✓ Manage the operating expenditures for which the position is responsible. Sign each invoice and code the expenditures with the appropriate general ledger code for processing by the Accounting Clerk.
- ✓ Ensure that Special Constable appointment(s) under the Nova Scotia Police Act are obtained and sustained for this position and any subordinates requiring same for the execution of their duties.
- ✓ Serve as Administrator for Dangerous and Unsightly Premises, responsible for the dangerous and unsightly premises provisions of the Municipal Government Act (MGA) as designated by the Chief Administrative Officer under Section 41 of the MGA.
- ✓ Directly or through designated subordinates, manage and direct the day to day activities of Protective Services departmental personnel.
- ✓ Provide timely reports to the Director of Finance's Office on, Payroll Information requirements and any other reports as may be required from time to time.
- ✓ Prepare monthly Department Activity Reports and submit to the Chief Administrative Officer
- ✓ Prepare an annual report of Staff effectiveness, including copies of annual performance appraisals for personnel files, including comments and recommendations as warranted, and including suggested training requirements for future year's budget and submit to the Chief Administrative Officer.
- ✓ Review existing policies and make recommendations on changes and any policies that may be needed for services for which the position is responsible.
- ✓ Implement policies approved by the Council for services for which the position is responsible.
- ✓ Ensure the implementation and maintenance of safe work practices in the work place, encouraging Occupational Health & Safety (OH&S) procedures in the department.
- ✓ Ensure appropriate training on safety practices and OH&S procedures is supplied to the Employees of the department, including these requirements in the annual budgets to be presented to the Chief Administrative Officer.
- ✓ Maintain an excellent working knowledge of Town By-laws and policies, applicable sections of the MGA, and Motor Vehicle Act.
- ✓ Responsible for the enforcement of the Town's parking regulations.

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- ✓ Issue parking violation tickets with regards to the Parking Regulations and Summary Offence Tickets under the Motor Vehicle Act.
- ✓ Follow up of outstanding parking tickets and summary offence tickets and the preparation and issuance of court documents to ensure orderly collection of same.
- ✓ Attend court proceedings to provide evidence with regards to the issuance of parking violation tickets and summary offence tickets.
- ✓ Responsible for the enforcement of Town By-laws
- ✓ Responsible for the maintenance of the Town By-law book(s) including the posting of same on the Town's Official Website, ensuring that they are kept up to date and in order and make recommendations to the Chief Administrative Officer any by-laws that need to be repealed, amended or any new by-laws that may be required.
- ✓ Responsible to research and draft by-laws under direction of the Chief Administrative Officer.
- ✓ Act as Civic Address Coordinator as designated by the Chief Administrative Officer to administer the Town of Digby Civic Addressing By-law and applicable Town Policies.
- ✓ Act as Licensing Authority as designated by the Chief Administrative Officer according to the provisions of the Town of Digby Vending & Licensing By-law and applicable Town By-laws and Policies
- ✓ Assist in other administrative, general office responsibilities as may be required.
- ✓ Provide assistance to other departments as coordinated through the Chief Administrative Officer.
- ✓ Execute any other responsibilities and duties as directed by the Chief Administrative Officer.

➤ **Human Resources:**

- ✓ Participate in the hiring process for full and/or part time department staff
- ✓ Monitor the performance and well-being of departmental staff, and deal with personnel matters, advising the Chief Administrative Officer of any serious issues.

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- ✓ Discipline employees reporting to the position. Recommend on the employment and dismissal of employees in accordance with policies and procedures approved by Council.
- ✓ Maintain time sheets for Department staff.
- ✓ Approve annual vacations and other leave requests of subordinate staff;
- ✓ Maintain a record of training and/or certification required and completed and make recommendations with respect to training and/or certification deficiencies to the Chief Administrative Officer.
- ✓ Ensure the Chief Administrative Officer receives copies of all certifications of all department staff.

➤ **Council & Committee Relations:**

- ✓ Attend Council and Committee of the Whole meetings in an advisory capacity as directed by the Chief Administrative Officer.
- ✓ Provide advice to Council on department related matters as required.

➤ **Taxpayer & Public Relations:**

Respond to and resolve inquiries and complaints relative to the Department, reporting any serious or unresolved issues to the Chief Administrative Officer.

➤ **Critical Accountabilities:**

This position requires an appointment under the Nova Scotia Police Act as a Special Constable to perform the duties associated with the enforcement of the Municipal Government Act, Town By-laws, parking violations pursuant to the Motor Vehicle Act as they relate to the positions specific job function and the Territorial jurisdiction shall be restricted to the Town of Digby. The By-law Enforcement Officer shall abide by the terms and conditions laid out in the appointment and shall ensure that the appointment is maintained.

A service sharing agreement may be entered into with adjacent municipal units for the services offered by this position at the discretion of Council and/or Chief Administrative Officer. An appointment by the adjacent municipality under the Nova Scotia Police Act as a Special Constable to perform the duties associated with the enforcement of the Municipal Government Act, By-laws, parking violations pursuant to the Motor Vehicle Act as they relate to the positions specific job function within their respective Territorial jurisdiction would be required.

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✓ **Town Parking Regulations (10%):**

- Enforcement of the Town parking regulations includes the monitoring by performing daily rounds of all assigned parking areas as with respect to time limits and specific sections of the Motor Vehicle Act.
- Issue parking violation tickets with regards to the Parking Regulations and Summary Offence Tickets under the Motor Vehicle Act.
- Follow up of outstanding parking tickets and summary offence tickets and the preparation and issuance of court documents to ensure orderly collection of same.
- Attend court proceedings to provide evidence with regards to the issuance of parking violation tickets and summary offence tickets.

✓ **By-law Enforcement (50%):**

- Ensure public compliance with municipal by-laws through negotiation, education, issuance of tickets or warnings of non-compliance, laying of charges, preparing and serving Orders to remedy and ensuring an orderly collection of fines takes place.
- Maintain complete and accurate records and files in order to efficiently and effectively carry out job requirements.
- Report any suspected violations of federal and provincial statutes to the appropriate enforcement agency and cooperate fully in any investigation conducted by other enforcement agencies.
- Interact and fully cooperate with other Town staff as required on matters that cross departmental lines of authority.
- Make necessary inquiries and inspections concerning applications or renewals for vehicle and driver licenses pursuant to the Taxi By-Law;
- Carry out periodic spot inspections, without notice, of vehicles licensed under the Taxi By-Law; document inspection findings, prepare report and submit to Chief Administrative Officer;
- Issue, refuse to issue, or suspend vehicle and driver licenses in accordance with the requirements of the Taxi By-Law;

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- Maintain records of all vehicle licenses granted under the authority of the Taxi By-Law and assign license numbers;
- Take lawful steps in regarding vehicle and driver licensing and regulation of taxis as may be consistent with the Taxi By-Law
  
- Responsible for documenting, tracking and collection of dog registration fees on an annual basis.
  
- Responsible to respond to complaints of nuisance animals and for the apprehension of stray dogs, including impounding and owner notification.
  
- As per the Memorandum of Understanding between the Municipality of the District of Digby and the Town of Digby for the Provision of Dog Control Officer Services. Dog control officer services will include responding to dog's at large complaints, collection of dogs at large and housing of collected dogs. Administration and enforcement issues will continue to be handled by the Bylaw Enforcement Officer of the Town of Digby.
  
- Supervise and assist Dog Control Officer within the Town of Digby
  
- Review Dog Control Officer reports and prepare monthly reports for the Chief Administrative Officer.
  
- Review Dog Control Officer expenses and submit to Chief Administrative Officer for approval.
  
- ✓ **Protective Services (5%):**
  - Responsible for the operation and maintenance of the Town's Video Surveillance System including obtaining copies of surveillance video when requested by RCMP for investigative/evidence purposes or the Chief Administrative Officer.
  
  - Supervise and train School Crossing Guards.
  
  - Institute a Crosswalk Safety Campaign to educate motorists and pedestrians on cross walk safety.
  
  - Maintain a liaison with the Town Police Force (RCMP)
  
- ✓ **Dangerous & Unsightly Premises (30%):**
  - As Administrator appointed by the Chief Administrative Officer be responsible to carry out investigations and inspections from complaints under Dangerous or Unsightly Premises Part 15 as outlined in the Municipal Government Act,

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- Complete a detailed assessment of properties deemed to be dangerous or unsightly and present accurate and concise reports and any necessary recommendations to Committee of the Whole.
- After a dangerous or unsightly order has been issued, be responsible for serving the order, tracking of compliance, and when necessary, carry out the requirements of the order.

✓ **Civic Address Coordinator (5%):**

- Responsible for the assigning of civic numbers to buildings and the keeping of civic addressing records as per the provisions of the Town of Digby Civic Addressing Bylaw.
- Responsible for the updating of the Nova Scotia Civic Address File (NSCAF) .

➤ **Financial Management:**

- ✓ Prepare an effective and comprehensive operating budget for the department for submission to the budget process within 30 days of the fiscal year end.
- ✓ Prepare a capital requirement budget for the department for submission to the Capital Investment Plan process within 30 days of the fiscal year end.
- ✓ Ensure approved budgets are adhered to. All expenditures in excess of budget require the approval of the Chief Administrative Officer prior to the expenditure.

➤ **Human Resource Management:**

- ✓ Significant performance issues (positive and negative) are identified and effectively dealt with.
- ✓ Employees are productive
- ✓ Employees are satisfied with their job

**Qualifications:**

➤ **Education and Experience:**

The By-law Enforcement Officer is to possess or have the ability to attain the following qualifications:

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- ✓ Minimum of three (3) years related experience, preferably in a Municipal environment
- ✓ Minimum Grade 12 education or GED equivalent.
- ✓ Certificate/Diploma in a related field.
- ✓ Completion of any law enforcement courses; i.e. ticket writing, courtroom procedures, risk assessment, diffusing hostility, etc. would be an asset
- ✓ Qualified in Emergency First Aid, CPR and WHMIS,
- ✓ Good working knowledge of the Municipal Government Act, Police Act, and Motor Vehicle Act.
- ✓ A thorough knowledge of municipal policies, by-laws and regulations
- ✓ Previous experience in handling dogs and by-law enforcement are required
- ✓ Strong proficiency of computer applications such as Microsoft Office (Word, Excel, Power Point, Outlook, Etc.)
- ✓ Ability to manage/coordinate all subordinate personnel associated with Protective Services.
- ✓ An equivalent combination of education and experience will be given consideration

➤ **Competencies:**

- ✓ Excellent interpersonal skills;
- ✓ Excellent organizational skills;
- ✓ Excellent communication skills (listening, written, and oral);
- ✓ Ability to use Microsoft Word, Excel, PowerPoint and Outlook at an intermediate level
- ✓ Working knowledge of GIS programs.
- ✓ Knowledge of Municipal By-Laws and applicable provincial Statutes.
- ✓ Good written and verbal communication skills and the ability to maintain absolute confidentiality

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- ✓ Must be a self-starter and able to work independently with little supervision
- ✓ Work effectively with Councillors, co-workers, ratepayers, professionals and the general public.
- ✓ Tact and discretion
- ✓ Open mindedness
- ✓ Alertness
- ✓ Dedication
- ✓ Trustworthiness
- ✓ Possess problem solving ability;
- ✓ Be self-directing;
- ✓ Demonstrate the ability to work to meet deadlines;
- ✓ Possess a high level of attention to detail;
- ✓ Have the ability to multi-task.
- ✓ Time management
- ✓ Public relations skills

**Other Benefits/Criteria:**

➤ **The By-law Enforcement Officer shall:**

- ✓ Maintain good public relations in dealing with citizens at large, in all matters pertaining to Town operations. This position is a public servant position and the utmost respect must be used at all times when dealing with other staff, the general public and Council.
- ✓ Keep informed of developments in the fields relative to the responsibilities of the position, analyze and report on effectiveness and efficiencies of those developments and possible benefits for the Town.
- ✓ Confer with Provincial, Federal and other local Municipal authorities respecting funding programs and regulations of interest and that will impact on the Town.

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- ✓ Maintain membership to the Atlantic By-law Officers Association (ABOA).
- ✓ Maintain any applicable professional certifications.
- ✓ Adhere to all provincial and municipal Occupational Health and Safety policies, regulations, guidelines and standard operating procedures.
- ✓ Participate in departmental and town organized training and development activities in addition to attending career development training;

➤ **The By-law Enforcement Officer may at the discretion of the Chief Administrative Officer:**

- ✓ Attend Atlantic By-law Officers Association (ABOA) conferences and workshops.
- ✓ Subject to budget appropriations and the approval of the Chief Administrative Officer attend other such workshops and training sessions as are appropriate to the position and benefit the Town.

**Hours of Work /Salary and Benefits:**

The regular weekly hours of work for all Town Hall employees will be thirty-five (35) hours based on seven (7) hours per day Monday to Friday beginning daily at 8:30 am to 4:30 pm with one (1) unpaid hour for lunch. Employees required to attend Municipal Meetings outside of regular working hours will be compensated at the employees regular rate of pay (minimum of 1.5 hours) taken as lieu time or paid out at the discretion of the CAO.

**Working Conditions and Physical Environment:**

- Work outdoors to conduct site inspections and enforcement of parking regulations and is exposed to the elements.
- Challenged by dealing with dogs and exposure to dangerous/ unsightly private properties.
- Able to occasionally lift items as heavy as 50 lbs.
- Contact with irate customers.
- Moving, walking, standing, and climbing will be required routinely.
- Office environment
- Work requires a high degree of concentration to achieve accuracy,
- Effectively deal with considerable workload, and to meet deadlines.

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- Ability to attend and conduct presentations.
- Manual dexterity required to use desktop computer and peripherals.
- Overtime as required

**Special Requirements:**

- Must be eligible to be appointed as a Special Constable under the Nova Scotia Police Act.
- Required to maintain confidentiality
- Criminal Record Check. (RCMP Personal/ Vulnerable Sector Records Check)
- Valid Driver's License

**CAO Approval**

Date of Approval: November 21, 2022



E. Tom Ossinger

Signature

Chief Administrative Officer

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**Acknowledgement & Agreement**

I, acknowledge that I have read and understand the By-law Enforcement Officer Job Description of the Town of Digby. Further, I agree to adhere to this job description to the best of my abilities. I understand that if I violate any duties and responsibilities outlined in this job description, I may face disciplinary action, up to and including termination of employment.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_