

**CITY OF FORT ST. JOHN
POSITION DESCRIPTION**

Class Title **Bylaw Enforcement Technician**
Department **Public Safety – Corporate Services**
Date: **March 2022**

NATURE OF WORK

Reporting to the Director of Public Safety/Fire Chief, the Bylaw Enforcement Technician shall assist in the enforcement of the City’s Bylaws with the primary emphasis on compliance of the traffic bylaw, property standards, and the solid waste management bylaw. In addition to commencing compliance and enforcement with the above primary noted bylaws, this position will assist Bylaw Enforcement Officers with animal control duties; investigating dog barking complaints, patrolling for dogs off-leash and lost dogs, and accompanying an Officer or Supervisor on dog bite or animal incident files.

This position will be expected to have the ability to positively influence behaviour through compliance and educating the public on the City’s Bylaws. The work entails extensive public contact. This position will proactively participate in training for advancing education to support their development in Bylaw Enforcement.

SUPERVISION RECEIVED

Works under the general supervision of the Bylaw Supervisor. Reports to the Director of Public Safety/Fire Chief.

SUPERVISION EXERCISED

None

KEY RESPONSIBILITIES

- Under the direction of the Bylaw Supervisor, responsible for the enforcement of the City’s Bylaws including but not limited to Property Standards Bylaw, Traffic Bylaw, Solid Waste Management Bylaw, and Animal Control Bylaw.
- Maintains a patrol system and responds to traffic, parking, property standards, solid waste cart issues, and concerns of dogs off-leash, injured animals and assisting with dog bites.
- Complaints and inquiries will be addressed while on patrol, that will require problem solving, the use of sound judgement, and corrective actions
- Interacts with the public daily with a focus on educating and creating awareness of municipal bylaws and bylaw compliance.
- Tickets unlawfully parked motor vehicles and arranges for the towing and/or impounding of motor vehicles that are abandoned or that may be creating a hazardous situation.
- Assists with the investigation of reported complaints, bylaw infractions while taking appropriate action to reach bylaw compliance.
- Assists with collecting monies from the parking meters and submits to the Finance Department.
- Assists with the repair of parking meters and reports any missing meters.

- Assists with the collection, storage and disposal of found bicycles.
- Maintains records, files and reports of bylaw enforcement proceedings and logs all incidents using excellent written and oral communication.
- Takes reasonable care to protect the health and safety of themselves, and the health and safety of others who may be affected by their acts or omissions at work. Properly wears protective clothing, devises and equipment provided, and ensures hazards are immediately reported to Supervisors. Complies with the City of Fort St. John's Occupational Health and Safety program, and all applicable policies and procedures.
- Performs other related duties as required.

PERFORMANCE FACTORS

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|---------------------------------|------------------------------|
| • Knowledge, Ability and Skills | • Reliability |
| • Customer Service | • Attendance and Punctuality |
| • Quality of Work | • Compliance |
| • Cooperation | • Health & Safety |

REQUIRED QUALIFICATIONS, LICENCES, CERTIFICATES & REGISTRATIONS, KNOWLEDGE, ABILITY & SKILLS:

- Graduation from high school education, or equivalent
- Valid Class 5 Drivers' License
- WHMIS
- Occupational First Aid Level I
- Minimum one-year experience in a Customer Service related field
- Ability to exercise sound judgement in the interpretation and application of related regulations, bylaws, policies and procedures.
- Ability to present a neat appearance and articulate information with tact, diplomacy and effectiveness with the public.
- Demonstrated ability to effectively use computer applications related to the position and duties (Microsoft Office)
- Ability to work outside in adverse weather conditions if required.
- General knowledge of the methods, principles and practices of caring for animals.
- General knowledge of the rules and regulations of the Society for Prevention of Cruelty to Animals.
- Sufficient physical strength and stamina to perform the required duties, including ability to occasionally lift and/or move up to 25 kg
- Personal aptitude will include being self-motivated and a demonstrated ability to handle a varied workload in a flexible manner, which may involve a shift work hour schedule to meet the requirements of the position.

GENERAL TOOLS AND EQUIPMENT USED

Patrol vehicle, animal capture equipment, radio, cell phone, first aid equipment, personal computer and other office equipment.

GENERAL

Formal application, rating of education and experience, oral interview and reference check, criminal record check, and other job-related tests may be required

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related and/or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change

This is a position in the BC General Employee's Union