

CITY OF HAMILTON

PUBLIC HEALTH SERVICES

(HEALTHY LIVING DIVISION – TOBACCO CONTROL PROGRAM - LOCATION - 110 KING ST. W., 4th FLOOR)

TOBACCO ENFORCEMENT OFFICER - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager of the Tobacco Program, works to enforce the Smoke-Free Ontario Act (SFOA), Electronic Cigarettes Act (ECA) and City of Hamilton Smoking By-law No. 11-080 including tobacco enforcement education and compliance strategies, enforcement protocols, legal/prosecution activities, and record keeping/reporting. Collaborates, partners and acts as liaison with other community agencies and government organizations to ensure co-ordinated and efficient services.

GENERAL DUTIES

Conduct inspections, provide information on SFOA, ECA as well as The City of Hamilton Smoking By-law #11-080 and gather investigative information to ensure compliance with these laws through daily contact with proprietors of public places, such as restaurants and bars, tobacco vendors; workplaces; schools, hospitals and other public facilities. Work with other organizations and staff such as including Ministry of Health and Long-Term Care, Public Health Inspectors, Alcohol Gaming Commission Ontario, Tobacco Use Prevention Office, local City of Hamilton departments, Federal and Provincial enforcement agencies and various Police Services concerning violations.

Inspect premises based on Ministry of Health and Long-Term Care Regulations and Directives, complaints and follow-up inspections. Conduct surveillance according to Ministry Enforcement Compliance Protocols and other protocols approved by Manager. Conduct investigations and take statements from witnesses to determine if charges should be laid. Keep up to date records of events in a notebook. Maintain and document Smoke-Free Ontario Act and Electronic Cigarettes Act inspections, enforcement and complaints within the Ministry of Health and Long-Term Care's Tobacco Inspection System (TIS) database. Maintain and document City of Hamilton By-law 11-080 inspections, enforcement and complaints within Public Health Services, Tobacco Control Program database.

Respond to questions and complaints received directly or through the City of Hamilton's Tobacco Hotline regarding the Smoke-Free Ontario Act, Electronic Cigarettes Act and/ or City By-law 11-080.

Gather evidence to be used in court proceedings. For example, take photographs, obtain tobacco or electronic cigarettes products, witness statements and conduct record searches in order to determine business ownership.

Issue certificates of offence (ticket), summonses, subpoenas, and other legal notices to premises owners and citizens in violation of the Smoke-Free Ontario Act, Electronic Cigarettes Act and/or City By-law 11-080. Register ticket(s), prepare crown briefs, attend court trials, and provide testimony on cases involving Smoke-Free Ontario Act, Electronic Cigarettes Act or City By-law 11-080 violations.

Review floor plans and engineers' letters (Controlled Smoking Areas) for compliance and conduct inspections of such rooms by the Province, through written protocols and as directed by the Manager.

Work independently as well as part of a team, prioritize and plan own workload.

Attend committee and public meetings as warranted or directed by manager.

Staying current and aware on tobacco control practices.

Prepare policies and procedures regarding tobacco enforcement program activities.

Ensure that evidence obtained for court purposes is properly secured.

Consult with the Manager as required.

Prepare periodic reports for the department.

Perform other duties as assigned which directly relate to the major responsibilities of the job.

QUALIFICATIONS

1. Knowledge of principles and practices of law enforcement normally acquired through the completion of a Community College Diploma in Law Enforcement or an equivalent combination of education and relevant work experience.
2. Working knowledge and court experience enforcing Municipal, Provincial and Federal legislation and/or policies related to enforcement by-laws and the knowledge of the SFOA, ECA and City of Hamilton By-law #11-080.
3. Demonstrated analytical, problem solving, and organizational skills in order to find, interpret and verify information; identify problems and their causes in order to generate workable solutions.
4. Demonstrated ability to maintain a high standard of professionalism. Keeps calm and self-controlled under pressure when issuing warnings and/or tickets. Demonstrated ability to willingly tackle demanding tasks.
5. Demonstrated ability to speak confidently, fluently, clearly and to interview and take statements from citizens for use in court.
6. Demonstrated ability to take consistent and accurate notes on-site and write daily activity reports, tickets, crown briefs, and inspection and investigation report forms.
7. Daily contact with diverse populations requiring the use of persuasion, negotiation, and communication skills in order to handle confrontational situations, promote a co-operative spirit between the public and enforcement officers, and participate as an effective team member.
8. Demonstrated ability to support and project values compatible with the organization.
9. Working knowledge in the use of equipment such as a tablet, smartphone and digital camera.
10. Must possess a valid class "G" driver's licence.
11. Provision of a vehicle for use on the job.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

NOTE:

The successful candidate will be required to provide immunization records, which may include TB testing prior to the start of employment to meet the requirements of the Staff Immunization and Surveillance Policy and Procedure