

## **CITY OF HAMILTON**

**PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**  
**(PARKING & BY-LAW SERVICES DIVISION – MUNICIPAL LAW ENFORCEMENT – LOCATION – 77**  
**JAMES ST. N., SUITE 250)**

### **ZONING EXAMINER AND ENFORCEMENT OFFICER – CUPE 5167**

#### **SUMMARY OF DUTIES**

Reports to the Supervisor, Municipal Law Enforcement. Interprets, investigates and enforces zoning and other related applicable by-laws. Reviews and resolves related inquiries and complaints.

#### **GENERAL DUTIES**

Interpreting and applying zoning by-laws, and other relevant applicable legislation.

Search zoning maps, surveys and property files, development agreements and other specific and relevant Municipal By-laws, policies, Provincial Acts and regulations to verify compliance with the City Zoning By-laws.

Research and maintain complete zoning verifications and property reports.

Receive and respond to enquiries from staff, and public.

Investigates and enforces zoning by-laws and other related and applicable by-laws by:

- Investigating and analyzing assigned inquiries/complaints to determine if it indicates a potential/actual violation;
- Investigating observed zoning by-law related issues and/or actual/potential violations to enforce by-law requirements;
- Utilizing policy/procedure to interpret and apply the appropriate by-law to ensure enforcement/compliance;
- Taking appropriate action based on investigative results and policies and procedures including issuing orders, tickets and summonses;
- Identifying and making recommendations for management approval where enforcement includes consideration of other relevant factors such as evidence presented, history, and timeframe for compliance;
- Completing written and/or verbal reports and correspondence;
- Contacting and/or liaising with other regulatory agencies or other departments to affect a resolution, to report issues outside the City's jurisdiction and/or to clarify enforcement related policy/procedure;
- Inputting, retrieving and maintaining zoning complaint, inspections and related data;
- Maintaining paper and computerized records for investigations, interviews and inspections such as investigations notebook; and
- Preparing, collecting and giving evidence in court

Reviews, investigates and resolves zoning by-law related inquiries and complaints from the public, other departments, supervisory staff and outside agencies/individuals.

Liaise with other departments where contraventions of other applicable law identified.

Compose reports and correspondence to other departments, agencies, and the public.

Provides feedback on by-law amendments and/or policy/procedural changes.

Operates equipment such as a two-way radio, cell phone, computer, digital camera and basic construction measuring tools and accessories to ensure the complete and accurate reflection of inspection reports and evidence.

Drives a vehicle to complete investigations/inspections and attends other agencies, offices and court.

Must work in a variety of conditions including inclement weather, dust, dirt etc.

Uniform may be required at times.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety. Performs other duties as assigned which are directly related to the major responsibilities of the job.

### **QUALIFICATIONS**

1. Previous law enforcement experience or completion of relevant education such as Law and Security administration or Police Foundations. Successful completion of the Municipal Law Enforcement Officer's Association's Basic and Court Preparation courses is preferred.
2. Thorough knowledge and proven ability to interpret zoning by-laws, Planning Act and relevant legislation. Community College Diploma in Architectural or Planning-related program, or a combination of education and related work experience would be an asset.
3. The ability to interpret and apply legislation to verify compliance with the Zoning By-law.
4. Training in mediation or dispute resolution.
5. Demonstrated ability to communicate effectively with the public, peers, supervisory staff, other departments and other agencies, both verbally and in written form, in responding to inquiries and/or complaints.
6. The ability to act in a confident and professional manner under stressful situations, including providing evidence in court, and respond promptly to customer needs.
7. Demonstrated ability to conduct investigations/inspections including the preparation of written reports, briefs, evidence and other related documents and correspondence.
8. Experience working in a computerized environment with a working knowledge of computer applications such as Microsoft Outlook, and Word. Previous experience with database management software such as HANSEN or AMANDA would be an asset.
9. Must possess a Valid Class "G" Driver's licence.