

CITY OF HAMILTON

Updated February 24, 2023

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(PARKING & BYLAW ENFORCEMENT DIVISION – MUNICIPAL LAW ENFORCEMENT – LOCATION – 330
WENTWORTH ST. N.

MUNICIPAL LAW ENFORCEMENT OFFICER – CUPE 5167

SUMMARY OF DUTIES

Reports to the Supervisor, Municipal Law Enforcement. Investigates and enforces City of Hamilton By-Laws such as Property Standards, Yard Maintenance, Zoning, Noise, Heat, Vital Services and all other City of Hamilton related by-laws. Reviews, investigates and resolves related inquiries and complaints. From time to time investigates and enforces Council directed projects including Public Works Infill Closure Enforcement and Parks (Waterfall Enforcement).

GENERAL DUTIES

Investigates and enforces City of Hamilton By-laws such as Yard Maintenance, Zoning, Noise, Heat, Vital Services, and Property Standards infractions under the Ontario Building Code, and portions of Transit (bus pass sales), Parks (waterfall enforcement), Public Works (road closure, permit requirements) By-Laws and other By-Laws by:

- Investigating and analyzing assigned inquiries/complaints to determine if it indicates a potential/actual violation;
- Investigating observed by-law related issues and/or actual/potential violations to proactively enforce by-law requirements;
- Investigating in the field includes proactive and reactive site visits, patrolling on foot at times on uneven terrain, slopes, standing and walking for lengths of time, speaking with multiple individuals who may be defiant to compliance; educating and enforcing;
- 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, Administrative Penalty Notices, POA 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 bodies such as the Ministry of the Environment, Hamilton Police Services and/or other departments to affect a resolution, to report issues outside the City's jurisdiction and/or to clarify enforcement related policy/procedure;
- Inputting and retrieving complaint and inspections related data through use of a vehicle equipped laptop acting as a mobile work station, with limited time spent working in an office environment
- Maintaining paper and computerized records for investigations, interviews and inspections such as investigations notebook;
- Preparing, collecting and giving evidence in court and/or in License and Property Standards Committee meetings and act as witness for related Landlord Tenant Board hearings as summoned.

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

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

Operates equipment such as a two-way radio, cell phone, thermograph, noise meter, 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.

Must wear a uniform.

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 Protection, Security and Investigation administration or Police Foundations. Knowledge of the Ontario Building Code would be an asset.
2. Completion of the Ontario Property Standards Association of Ontario Basic Course (Level I), or the ability to complete within one year in the position. Preference will be given to candidates that have completed the Basic Course (Level 1). Completion of the Intermediate Course (Level II) or the ability to complete the course within two years in the position and the ability to complete the Advanced Course (Level III) and become certified within three years in the position.
3. Successful completion of the Municipal Law Enforcement Officer's Association's Foundations and Advance courses would be an asset.
4. The ability to interpret and apply legislation.
5. Training in mediation or dispute resolution.
6. 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.
7. The ability to act in a confident and professional manner under stressful situations while exercising good judgement, including providing evidence in court, and responds promptly to customer needs.
8. Demonstrated ability to conduct investigations/inspections including the preparation of written reports, briefs, evidence and other related documents and correspondence in a fast-paced working environment.
9. Experience working in a computerized environment with a working knowledge of computer applications such as Microsoft Office including Outlook, and Word. Previous experience with database management software such as HANSEN or AMANDA would be an asset.

Notes:

Must possess and maintain a valid Class "G" Driver's License in the Province of Ontario and a point-free driving record and/or record found satisfactory to the City of Hamilton and proof thereof is required after hire.

NOTE 1:

As a condition of employment, the successful candidate(s) will be required to obtain a satisfactory Criminal Reference Check at their own expense, prior to beginning work in this position.

NOTE 2:

Rotating shift work, including days, afternoons, nights and weekend work.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
