

CITY OF HAMILTON

LAST UPDATED: April 2023

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

(PARKING & BYLAW ENFORCEMENT DIVISION – MUNICIPAL LAW ENFORCEMENT – LOCATION – 330 WENTWORTH ST. N.

MUNICIPAL LAW ENFORCEMENT OFFICER-FORESTRY CONSERVATION – CUPE 5167

SUMMARY OF DUTIES

Report to the Supervisor, Operations & Enforcement. Review, investigate, enforce and resolve tree related complaints through education of and enforcement through all related Tree Bylaws and all other related City of Hamilton Bylaws such as Property Standards and Yard Maintenance. Review Permit applications. Review Notice of Intent to Cut including applications involving timber harvest and silviculture. Communicate and provide great customer service to the Public, Contractors, Tree Businesses, and regulatory agencies such as the Ministry, Commissions and Conservation Authorities. Identify noxious weeds for other Municipal Law Enforcement Officers (MLEO's) when needed to assist. Utilize good Forestry practices.

GENERAL DUTIES

Investigates and enforces City of Hamilton By-laws such as Woodland Conservation, Conservation and Sustainable use of Woodlands on Private Property with the Urban Boundary of the City of Hamilton, To Regulate Trees on or Affecting Public Property, Private Property, Property Standards, Yard Maintenance, and all other related City of Hamilton Bylaws by:

- Investigating and analyzing assigned inquiries/complaints to determine if it indicates a potential/actual violation;
- Inspections to trees located on private property and noxious weeds to determine potential hazards;
- Receives, investigates and reviews files to prohibit or regulate the destruction or injuring of trees;
- Investigating observed by-law related issues and/or actual/potential violations to proactively enforce by-law requirements;
- Approves/Refuses Notice of Intent, Permits and other applicable documents;
- Reviews and applies information to other City Departments including Building and Planning including Disconnection of Services template;
- Commonly utilizes good forestry practices including plotting, measuring, marking, assessing health and species of trees during investigations and determinations of woodlands;
- 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 bodies such as the Ministry of the Environment, Conservation Authority 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;
- 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.

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, computer, digital camera and specialized industry standard measuring tools and accessories specific to Forestry operations (provided) 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. Relevant education acquired by completing a college program in a recognized forestry, arboriculture, or forest ecology program and or a combination of education and work-related experience.
2. Forestry trade related training and experience related to the duties listed above normally acquired by a combination of education and work experience.
3. Certified Tree marker with field experience is preferred, or the ability to obtain Level I within 6 months in the position, and Level 2 within 1 year in the position.
4. Certified in TRAQ (Tree Risk Assessment Questionnaire) with field experience is preferred, or the ability to obtain within 1 year in the position.
5. The ability to interpret and apply legislation.
6. Completion of the Ontario Property Standards Association of Ontario Basic Course (Level I), or the ability to complete within one year in the position. Candidates that have completed the Basic Course (Level 1) would be an asset. 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.
7. Successful completion of the Municipal Law Enforcement Officer's Association's Foundations and Advance courses would be an asset.
8. Previous enforcement experience would be an asset.
9. Training in mediation or dispute resolution.
10. 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.
11. The ability to act in a confident and professional manner under stressful situations, including providing evidence in court, and responds promptly to customer needs.
12. Demonstrated ability to conduct investigations/inspections including the preparation of written reports, briefs, evidence and other related documents and correspondence.

13. 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.

SALARY:

Salary Grade K

per hour

HOURS:

35 per week

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.
