



Dauphin

City Hall

JOB DESCRIPTION

JOB TITLE: BYLAW ENFORCEMENT OFFICER

REPORTS TO: DEPUTY CITY MANAGER

SUMMARY: Enforces City of Dauphin bylaws.

DUTIES:

- Enforces City of Dauphin bylaws.
- Patrols for bylaw infractions.
- Documents infractions and issues Offence Notices.
- Schedules and performs inspections.
- Investigates complaints.
- Logs, records, and reports pertinent information.
- Issues business licenses.
- Assists the public and City staff with interpretation of bylaws, departmental records, policies and procedures.
- Prepares letters, forms, and enters applicable data on the computer.
- Maintains communications with other government departments and agencies.
- Gives evidence in the prosecution of regulatory infractions.
- All other duties as assigned.

Note: The duties listed are not set forth for the purpose of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally performed temporarily outside an employee's normal line of work.

EDUCATION:

Grade 12

EXPERIENCE AND ADDITIONAL REQUIREMENTS:

- Minimum one-year bylaw enforcement experience;
- Municipal Bylaw Administration (Manitoba Emergency Services College – 30 hrs);
- Knowledge of, and experience in using, computer applications such as Microsoft Word;
- Excellent interpersonal and communication skills;
- Valid driver's license.