



Job Description

Municipal Enforcement Peace Officer

IDENTIFICATION

Job Title: Municipal Enforcement Peace Officer

Supervisor's Position: Director of Protective Services

Job Status: Permanent Full Time RI – 37.5 hrs. per week

Location: Inuvik Town Office/ Fire Hall

PURPOSE OF THE POSITION

The Municipal Enforcement Peace Officer is responsible for enforcing municipal by-laws and relevant territorial legislation while providing public education and awareness programs and services in order to ensure the protection of residents, property and employees.

SCOPE

Under the general supervision of the Director of Protective Services, the incumbent encourages and enforces due observance of the provisions of the various by-laws and territorial legislation to ensure the lawful conduct of the public. This can be achieved through observation and the receipt of complaints, and by enforcing all town bylaws, relevant territorial statutes, as well as, observe traffic, conduct traffic stops, issue warnings, town violation tags, or territorial tickets as appropriate.

RESPONSIBILITIES

1. Enforces the provisions of the various by-laws and territorial legislation which have been authorized by Council, the N.W.T. Motor Vehicles Act, N.W.T. Dog Act and authorized provisions in the N.W.T. Liquor Act to ensure the lawful conduct of the public by:
 - conducting daily patrols of the Town;
 - checking drivers and vehicles to ensure that the Highway Traffic By-Law and Motor Vehicles Act have been complied with;
 - warning the public of minor infractions of a By-law;
 - issuing voluntary payment tickets or appearance notices to individuals committing an offence;
 - conducting foot patrols in the downtown core of the Town;
 - enforcing other Town By-laws as required;
 - managing ge a domestic animal pound with an emphasis of being non-kill;a preference towards non killing

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- conducting patrols on snowmobile in winter and on ATV in the summer to ensure compliance with the ATV By-law;
- responding to Fire Alarms for traffic control and other assistance;
- maintaining records as required by legislation;
- managing taxi livery program including inspections and enforcement of the Passenger Transportation By-Law;
- posting public notices as required by legislation and directed to do so by the Senior Administrative Officer

2. Carries out court responsibilities and procedures by:

- serving of summonses to persons charged with an offence;
- serving of Warrants for Arrest and Warrants of Committal and placing and transporting persons in custody;
- appearing in court to prosecute and testify during prosecutions

Perform other duties as required directly related to the major functions of the job.

KNOWLEDGE AND SKILLS

Basic Knowledge

The work requires the ability to complete important but simple forms, the preparation of narrative reports, and the reading of operational directions.

Comprehension and Judgment

The work requires a thorough understanding of policies and the contents of all By-laws and selective Territorial acts. Judgment is required in the issuing of voluntary payment tickets and appearance notices. Tact and diplomacy are required when dealing with the public.

Specific Vocational Training

The work requires a two year law enforcement diploma or two years law enforcement and or municipal enforcement on-the-job training, a valid N.W.T. Class 5 Driver's License, Radar/Lidar Certification, Use of Force Certification, Self-defense (PPCT)/OC, EVOC (Emergency Vehicle Operators Course), and a valid First Aid/CPR certificate.

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WORKING CONDITIONS

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Physical

The Municipal Enforcement Peace Officer may be involved in physically draining and exhausting activities which may include providing assistance in emergency response situations and be involved in physically dangerous and confrontational situations such as impounding stray dogs, conducting traffic stops and making contact with the public.

Environment

The work is performed outside in severe weather conditions while driving motor vehicles or conducting foot patrols. The Municipal Enforcement Peace Officer may find the environments to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Work situations and circumstances may be noisy and busy making it difficult for the Officer to concentrate, however, the incumbent must use all his/her senses in assessing hazardous situations such as impounding stray dogs or stopping vehicles for infractions. This may require intense concentration and focus to ensure safety and security, causing eye strain and fatigue.

Mental Demands

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Mental and emotional stress may be caused by the requirement to enforce municipal bylaws such as responding to physically threatening situations and individuals. Stress may also be caused by the need to be actively involved in and coordinate crisis, emergency and search and rescue activities. The work requires alertness and tact in dealing with persons in tense circumstances.

Hazards

The work involves exposure to possible severe physical injury and in extreme and rare circumstances, death.

Employee Signature	Supervisor's Title
Printed Name	Supervisor's Signature
Date	Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
Senior Administrative Officer's Signature	Date
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	
The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.	

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