

## Municipal Enforcement Officer III

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### **DEFINITION**

A Municipal Enforcement Officer III is a supervisory level classification that provides supervision to a team of subordinate Municipal Bylaw Enforcement Officers.

Work of this class involves the supervision of subordinates involved in the inspection and enforcement of municipal, provincial, and federal laws. This position also assists in the overseeing of day-to-day operations, performs administrative functions, and is involved in the planning, development, and establishment of the enforcement and administrative protocols.

The Municipal Enforcement Officer III deals with overly complex investigations, complaints of a highly sensitive nature, and issues that impact operational policies and procedures, as well as all regular enforcement functions.

The Municipal Enforcement Officer III is differentiated from the Municipal Enforcement Officer II level in that employees at this level provide a full range of supervisory functions for a team of Municipal Bylaw Enforcement subordinates, in conjunction with other assigned administrative and enforcement duties.

### **TYPICAL DUTIES\***

Oversee the application and enforcement of municipal, provincial or federal laws by enforcement staff and to ensure compliance with established internal and corporate policies and procedures.

Coordinate the investigation and inspection of customer complaints.

Liaise and coordinate with other City Departments, Provincial and Federal Governments, and other agencies to resolve issues that are multi-jurisdictional.

Interpret municipal bylaws, provincial and federal legislation and regulations to the public, other enforcement agencies, administrators and City Council.

Provide assistance to Municipal Enforcement Officers with the interpretation of municipal bylaws, provincial and federal statutes.

Represent the Section, Branch, or City of Edmonton on assigned bodies and committees.

Prepare reports and correspondence as required for internal and external customers. Make presentations to City Council as required.

Review court briefs submitted by officers and ensure all evidence is present for court challenges.

Provide administrative support to the Director in managing resources, development of strategies, and reaching performance standards.

Provide hiring, training and performance review for officers.

Provide acting or relief functions for the area Director.

Perform related work as required.

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**KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of peace officer authority, court proceedings and rules of evidence.

Knowledge of temporal, territorial and functional jurisdiction.

Knowledge of computer systems, databases, and information gathering protocols.

Knowledge of special constable and bylaw enforcement officer powers and authority.

Knowledge of investigative techniques and practices.

Knowledge of legislative offence and penalty sections.

Ability to comprehend, interpret and apply complex regulatory and control legislation that can withstand legal and court challenges.

Ability to draft reports and correspondence to clearly present information and recommendations.

Ability to handle and resolve highly complex and sensitive issues.

Skilled in using discretion and making judgment calls.

Ability to adjudicate and resolve complex enforcement issues.

Skilled in problem solving and decision making.

Ability to supervise direct and monitor the performance of Municipal Bylaw Enforcement Officer I and II level field staff.

**TRAINING AND EXPERIENCE REQUIREMENTS****Job Level**

Completion of a two-year diploma in Law Enforcement from a provincially recognized institute or college, supplemented by post secondary training in Business Administration and/or Management Development. A minimum of five (5) years' public contact experience, including three (3) years of diverse bylaw enforcement experience, as well as one (1) year of experience in a related supervisory capacity.

Applicants must possess a valid Class 5 Alberta Driver's License and be eligible to obtain Special Constable and Commissioner of Oath status. A satisfactory security clearance is required to work within the Edmonton Police Service.

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	1378		1381	

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