

Municipal Enforcement Officer II

DEFINITION

A Municipal Enforcement Officer II regulates persons, companies, entities, conditions and/or property to ensure appropriate compliance to municipal, provincial and federal laws. Officers proactively and reactively investigate and enforce breaches of the law. Municipal Enforcement Officer IIs are required to seek legislative compliance, dispense punitive measures, effect remedies, serve legal documents and represent the City of Edmonton in a Court of Law.

Municipal law enforcement at this level involves considerable public contact, the explanation and rationalization of bylaw provisions, the detailed investigation and collection of information, evidence, fees, and/or witness statements. The range and scope of enforcement functions and duties of individual officers are set out by individual appointment schedules and their respective area policies and procedures, as determined by the City of Edmonton and the provincial government.

The Municipal Enforcement Officer II is differentiated from the Municipal Enforcement Officer I level in that employees at this level deal with greater diversity and complexity due to the broad range of municipal, provincial and federal laws found within their scope of responsibility. Employees at this advanced working level carry out an extensive range of investigation and enforcement requirements and functions. As well, employees at this level may be expected to provide leadhand supervision.

TYPICAL DUTIES *

Conduct detailed investigation of alleged municipal bylaw, provincial or federal statute/act violations.

Conduct inspections to verify and satisfy appropriate legislative and regulatory compliance.

Conduct inspections to determine the validity of violation complaints, issue verbal or written warnings, issue violation or specified penalty tickets, and recommend/issue remedy orders.

Conduct routine patrol and incognito investigative assignments.

Conduct physical inspections to collect information, evidence and/or fees as required.

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

Interpret municipal bylaws, provincial and federal regulations and acts. Explain legislative provisions to the public, other enforcement agencies, administrators and City Council members.

Provide assistance and evidence in the prosecution of municipal bylaw, provincial and federal statute breaches.

Gather, record, and communicate intelligence on non-mandated breaches of the law to appropriate enforcement agencies.

Act as the enforcement officers for designated City departments and outside agencies. Represent the Section and/or Branch on assigned bodies and committees.

Prepare letters, memoranda, and reports as required for internal and external customers.

May provide basic orientation and training of co-workers, which includes explanation and demonstration of duties and functions.

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 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 provide effective written and verbal communication.

Ability to strictly adhere to the parameters and remedies as outlined in municipal, provincial and federal legislation.

Ability to handle and resolve confrontational situations. Deal effectively with sensitive issues on a continuous basis.

Ability to critically analyze, objectively investigate and present findings.

Skilled in problem solving and decision making.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of a recognized two-year Diploma related to Police Studies, Security, Criminology or related diploma is required and a minimum of three years of strong customer service experience is required, and have at least one year of diverse bylaw and/or law enforcement experience.

Applicants must possess a valid Class 5 Alberta Driver's License. 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	1377		1380	
Grade	020		022	
Last Updated:	2014			
Previous Updates:				
Originated:	1999-04			