



## Municipal Enforcement Officer I

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### **DEFINITION**

A Municipal Enforcement Officer I provides investigation and enforcement activity to ensure compliance to municipal and provincial laws; conducts investigations, issues warnings and/or violation tickets. Municipal law enforcement involves public contact, including the explanation of bylaw provisions, and collection of information and evidence.

The range and scope of enforcement functions and duties of individual Municipal Enforcement Officers are set out by individual appointment schedules. Unit policies and procedures as determined by the City of Edmonton also govern officer activities.

### **TYPICAL DUTIES \***

Conduct investigation of alleged municipal bylaw and/or provincial law violations.

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

Issue violation warnings, notices or tickets.

Collection of fees as required.

Conduct routine patrol assignments to observe, collect, and record evidence.

Liaise with other City Department representatives to resolve enforcement issues.

Interpret municipal bylaws and provincial statutes. Explain provisions to interested and affected parties.

Provide evidence and assistance in the prosecution of municipal bylaw.

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

Perform related work as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of temporal, territorial and functional jurisdiction.

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

Knowledge of bylaw enforcement officer powers and authority.

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

Ability to understand court proceedings and rules of evidence.



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Ability to provide effective written and verbal communication.

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

Ability to handle and resolve confrontational situations.

Ability to 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 two-year diploma from a provincially recognized institute or college and one (1) year customer service experience, including some experience in bylaw enforcement and/or law enforcement experience.

Applicants must possess a valid Class 5 Alberta Driver's License. A satisfactory security clearance review 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	1376		1379	
Grade	012		013	
Last Updated:	2014			
Previous Updates:				
Originated:	1999-11			