

By-law Enforcement Officer/Fire Prevention Officer



Municipality of East Ferris

Task List

2024-10-25 13:26:49

Summary:	The By-law Enforcement Officer is responsible for the enforcement of all Municipal by-laws, program initiatives through public education and, when required, the issuance of warnings, violation notices and penalties. This job will conduct investigations and inspections, respond to complaints in a professional and timely manner and work to achieve voluntary compliance whenever possible, utilizing excellent customer service skills. The Fire Prevention Officer is responsible for the safe and efficient coordination, planning and support of all fire prevention programs and for the delivery of inspections, public fire and life safety education. The Fire Prevention Officer conducts inspections on all types of new/existing buildings and ensures conformity with applicable by-laws, codes and regulations. It is expected that equal amounts of time will be directed to by-law enforcement matters and fire prevention matters.		
Location:	East Ferris	Group:	
Department:	-	Family:	
Scenario:	-	Reports To:	Director of Community Services
Job Id:	45	Last Update:	2023-12-20

Tasks:

Administration

1. Maintains inventory of by-law and fire prevention supplies and equipment.
2. Prepares reports and correspondence, compiles statistical information
3. Maintains complete filing system and keeps accurate records.
4. Attends Committee and Council meetings as requested.
5. Performs other duties as required.

Bylaw Enforcement

6. Assists in the preparation of court briefings and represents the Municipality in court proceedings under the general direction of the Municipal Solicitor.
7. Carries out the duties of a Property Standards Officer by conducting investigations and providing enforcement utilizing the Provincial Offences Act.
8. Communicates effectively with members of the public to educate, mediate and negotiate with residents with respect to by-law violations, providing adequate opportunity and time to the residents to bring the violation to compliance.
9. Assists in the development of new initiatives and programs geared towards increasing compliance, including by-law amendments and/or policy changes.
10. Enforces/administers all Municipal bylaws, including but not limited to, property standards, yard clean-up, fences, short-term rentals, etc.
11. Schedules and conducts routine compliance and enforcement checks.
12. Takes appropriate action based on investigative results, policies and procedures including issuing notices, orders, tickets and summonses.
13. Maintains an accurate and up to date database of information related to non-compliance issues and offenders.
14. Makes recommendations to revise or develop new by-laws for approval.
15. Performs other duties as required.

Fire Prevention

16. Conducts inspections on new and existing buildings in the Municipality for Code enforcement and to ensure that the premises meets the requirements of the Fire Protection and Prevention Act, Ontario Fire Code, municipal by-laws and any other relevant legislation.
17. Evaluates, approves and enforces Fire Safety Plans in compliance with the Ontario Fire Code.

Fire Prevention

18. In consultation with the Fire Chief, estimates costs to develop, deliver and maintain fire and life safety inspections and public education programs.
19. Maintains accurate records and statistical data in accordance with corporate regulations, policies and guidelines.
20. Issues orders requiring compliance with regulations.
21. Lays charges respecting violations of codes, provincial legislation and municipal by-laws.
22. Deliver effective fire prevention education programs, including the preparation and delivery of public seminars, demonstrations and fire hall tours.
23. Performs other duties as required.

Skills and Knowledge

24. 1 year relevant experience as a Municipal By-Law Enforcement Officer or Fire Prevention Officer.
25. Post secondary degree or diploma in Fire Protection Technology, Ontario Fire College Certified Fire Prevention Officer, Municipal Law Enforcement OR an equivalent combination of related education and experience.
26. MLEO Foundations offered through MLEOA, or willing to obtain.
27. NFPA 1031 Fire Inspector Level I (considered an asset) or willing to obtain.
28. NFPA 1035 Public Fire and Life Safety Educator (considered an asset) or willing to obtain.
29. Class "G" driver's license with the ability to use personal vehicle for work purposes
30. Ability to identify hazards and provide guidance for the safety of the public and staff.
31. Excellent interpersonal and organizational skills.
32. Excellent oral and written communication skills and ability to explain complex issues.
33. Good time management skills and ability to prioritize.
34. Must use high degree of tact and diplomacy when dealing with Council, staff and the public.
35. Proficiency in computer software applications and keyboarding, including Microsoft Office Suite.
36. Applied technical knowledge of Ontario Fire Prevention and Protection Act, Ontario Fire Code, Ontario Building Code, Municipal Act, Occupational Health & Safety Act
37. Demonstrated experience of property inspections, codes, by-laws, acts and related regulations.
38. Demonstrated experience of reading building permits, standards and manufacturers installation manuals.
39. Demonstrated experience or knowledge of Public Fire and Life Safety education.
40. Willing to participate in continued education and training to further develop skills and abilities