



**Town of Nanton Employment Opportunity**  
P.O. Box 609, Nanton, AB T0L 1R0  
(403) 646-2029 (403) 646-2653

**POSITION TITLE: Director of Municipal Enforcement & Director of Emergency Management**

**POSITION SUMMARY:** Under the general direction of the Chief Administrative Officer the Director of Municipal Enforcement is responsible for enforcement of municipal bylaws and provincial statutes and regulations as specified by Council; developing preventative measures and public awareness of bylaw enforcement; and recommending policy changes and programs to ensure that the people of Nanton live in a clean, safe and nuisance-free environment. This position is responsible for the supervision, planning, organizing, and for the efficient and effective administration of the Municipal Enforcement Department; comprised of themselves and two officers.

- **Bylaw Enforcement**
  - Promotes good public relations at all times.
  - Patrols the municipality to detect and correct any situations in contravention of bylaws.
  - Obtains and reviews all complaint occurrences, follows up on all complaints and takes appropriate action.
  - Enforces Town Bylaws.
  - Enforces provincial statutes and regulations as amended from time to time as including:
    - The Animal Protection Act.
    - The Dangerous Dogs Act.
    - The Environmental Protection and Enhancement Act, Part 9, Division 2.
    - The Gaming and Liquor Act, Part 3, and Part 5 as it relates to the enforcement of Part 3.
    - The Prevention of Youth Tobacco Use Act.
    - The Municipal Government Act.
    - The Provincial Offences Procedure Act.
    - The Traffic Safety Act.
  - Initiate enforcement action by preparation of charges when required.
- **Personnel**
  - Recruits, selects, trains, disciplines, and develops a Bylaw/Peace Officer always or as required.
  - Supervises the Bylaw/Peace Officer
  - Establish performance standards and monitor employee performance
  - Conducts performance evaluations of Bylaw/Peace Officer staff
  - Establishes deadlines and schedules and assign work to Bylaw/Peace Officer staff
  - Signs off time sheets for Bylaw/Peace Officer staff
  - Resolves Bylaw/Peace Officer staff complaints and respond to grievances according to the Union Agreement
- **Information/Report Writing**
  - Provides reports on department operations and activities as required
  - Files a patrol report detailing complaints investigated, contraventions to bylaws, actions taken, the hours of the shift and specific work performed.
  - Makes recommendations regarding changes and additions to existing policy and bylaws.
- **External Contacts**
  - Develops and maintains positive relationship with the Nanton detachment of the R.C.M.P.
  - Interacts well with the public.
  - Participates in Bylaw Enforcement Officers Association of Alberta and Alberta Peace Officers Association.
  - Develops and maintains preventative policing measures and public awareness of issues within his/her jurisdiction.
  - Liaisons with the Alberta Solicitor General's Public Safety Department
- **Budget and Long Range Financial Planning**

- Prepares annual Operating and Capital budget
- Monitors expenditures against the budget on an on-going basis
- Maximizes revenues and ensure the cost effectiveness of operations
- Ensures necessary documentation is completed in a timely manor
- **Periodic Duties**
- Provides information in relevant Provincial Court prosecutions as required.
- Performs other related duties as required.
- Prepares items for council agendas and attend council meetings as required and requested by the CAO
- Acts as Director of Emergency Management

## **REQUIRED KNOWLEDGE**

### **SKILLS AND ABILITIES:**

- Must have adequate working knowledge of bylaws and relevant legislation and statutes.
- Must have working knowledge of required courtroom etiquette and procedures.
- Must have good interpersonal skills with the ability to interact with the public and other contacts in a courteous, efficient and tactful manner.
- Must have the ability to exercise authority when necessary.
- Must have the ability to write reports.
- Maintenance of confidentiality
- Must be willing to take relevant courses as required.
- Must be bondable.
- Knowledge of the Incident Command System
- Alberta Emergency Alert System
- Maintenance of the Municipal Emergency Plan

## **MINIMUM**

### **QUALIFICATIONS:**

- Completion of Peace Officers' training program as recognised by Alberta Justice Level 1
- Must possess a valid Alberta Driver's License.
- A minimum two (2) years prior related experience within a municipal environment

**OTHER:** The statements contained in this job description reflect general details necessary to describe the principle functions of this job, the scope of responsibility, and the level of knowledge and skill typically required. It should **not** be considered a complete listing of work requirements. Individuals may be required to perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

**WAGE \$62,500.00 to \$76,000.00**

**Closing Date: April 25<sup>th</sup>, 2014**

**Please email all resumes and questions to:**

**George Woof, CPO**  
**Director of Municipal Enforcement**  
[gwoof@nanton.ca](mailto:gwoof@nanton.ca)  
**403-601-3639**