

Job title	Bylaw Enforcement/Animal Control Officer/Pound Keeper
Reports to	Manager of Protective Services
Next Level Manager	Director of Legislative Services

Job Summary

To carry out investigative and enforcement functions, as well as; records management related to alleged violations of the following Municipality's bylaws (A1 Dog Bylaw, A2 Livestock At Large Bylaw, A4 Cat Bylaw & S5 Orderly and Peaceful Conduct Bylaw) as scheduled with other service group employees. This position will assist the Administrator under Dangerous and Unsightly Premises Policy to gather information and investigate complaints, as well as; provide care and maintenance to animals in the pound.

Duties and Responsibilities

Bylaw Enforcement (approximately 40%)

Site Assessment / Community related matters

- Educate and provide information to the public regarding municipal bylaws (listed previously);
- Conduct site assessments regarding alleged bylaw violations;
- Conduct site assessments regarding alleged violations under AM-1.4.15 (Dangerous and Unsightly Premises Policy) under direction of Administrator;
- Document appropriate case file information while conducting site assessment;
- Ensure public compliance with municipal bylaws listed above through negotiation, education, issuance of tickets, laying of charges, preparing and serving orders regarding bylaw violations;
- Any other bylaws or policies that may be assigned from time to time;

Legal matters

- Represent the Municipality as a witness in prosecution proceedings as appropriate to designated responsibilities;
- Issue Summary Offence Tickets (SOT) to individuals who with reasonable and probable grounds are believed to be in violation of the Municipality's bylaws ;
- Deliver notices and orders to comply in accordance with Section XV of the Municipal Government Act (Dangerous or Unsightly Premises);
- Compile evidence for the appointed Administrator of Dangerous and Unsightly Premises and / or the Municipal Solicitor;
- Ensure evidence is documented and placed on the appropriate case file;
- Serve summons' and legal documents as directed by the Manager of Protective Services, Chief Administration Officer or the Municipal Solicitor;
- Deliver or serve notices relating to tax sales as directed by the Treasurer, Tax Administrator or other finance staff charged with such responsibilities;
- Prepare applications for warrants to seize and apprehend dogs in accordance with County Bylaws.

Animal Control / Pound Keeper (approximately 40%)

- Cooperate and co-ordinate with law enforcement, animal control, animal rescue and protection agencies in matters of mutual interest and / or responsibility;
- Assist Fences Arbitration Committee with investigations;
- Operation of the pound (including retaining and providing for animals pursuant to bylaws and ensure supplies are maintained) as necessary and scheduled with other service group employees;
- Weekend Pound duties to be on a rotation basis;
- Provide animal control services to the Towns of Annapolis Royal and Middleton (as per contractual agreements

contained within inter-municipal contracts).

Administration / Other (approximately 20%)

- Assist the Administrator of Dangerous and Unightly Premises with site visits and documentation;
- Establish and maintain files both physically and electronically;
- Provide case file information and status updates through both oral or written communication;
- Liaise with other employees and service providers for the municipality in matters related to the enforcement of municipal bylaws;
- Advise senior staff on trends in bylaw violation, potential difficulties with bylaw content and improvements to enforcement procedures;
- Ensure dog stations owned by the Municipality receive regular maintenance as scheduled with service group;
- Other reasonably requested duties as directed;

Qualifications

Education

- Completion of secondary school
- Completion of college program or courses in related field (Law and Security, Administration, Police Foundations)

Specialized knowledge

- Familiarity with Municipal Bylaws
- Provincial Regulations regarding Animal Control
- Eligible for appointment as a Special Constable under the Nova Scotia Police Act

Skills

- Good verbal and written communication skills
- Strong interpersonal skills
- Good organizational skills to deliver services to meet deadlines
- Demonstrated knowledge of computer familiarity (Microsoft programs) to provide written and statistical reports and electronic records management data entry

Abilities

- Valid Nova Scotia Driver's License
- Good mobility
- Strength to handle loads of up to 50 lbs
- Confident regarding handling difficult animals

Experience

- Minimum three (3) years experience in a related administrative or regulatory occupation
- Conflict Resolution/Mediation Training an asset
- Previous Municipal Experience an asset

Other Terms of Employment

- Confidentiality agreement
- Vehicle Maintenance Sheets to be completed daily
- Timesheets to be completed weekly
- Regular Criminal Records Check / Child Abuse Registry Check / Driver's Abstract
- Up to date Vaccination Report
- Necessary equipment provided
- Expect consistent and appropriate use of safety equipment provided

Competencies

Values Diversity -Valuing Diversity is the ability to understand and respect the practices, customs and values of other individuals and cultures. Diversity is beneficial to the organization and community. It applies the ability to work effectively with a wide cross-section of the community representing diverse backgrounds, cultures and socio-economic circumstances, and divergent goals.

Communication - Communication is effective, timely, and relevant exchange of information that is respectful of the

diversity of people, and the geography and working environments of our employees. It includes receiving information, listening, understanding and responding openly and effectively in interactions with others. It also implies this information is processed into actions.

Citizen Services - Implies a desire to help or serve others in a courteous and respectful manner and with the goal of meeting their needs. It means focusing one's efforts on discovering, meeting and balancing the needs of citizens, residents, elected officials, internal colleagues, or anyone that the person is trying to help. This involves recognizing that municipal employees are providing services and information to those who have rights and obligations (taxpayers and residents).

Achievement Motivation - Focuses efforts on working well and / or competing against a standard of excellence while achieving high quality results.

Work Safety - Employees have a responsibility to take all reasonable and necessary precautions to ensure their health and safety and that of anyone else who may be affected by their work or activities. This includes adhering to safe practices and standard operating procedures established to reduce risks. Failure to do so is grounds for disciplinary action in accordance with the County's policies regarding managing unsatisfactory performance.

Duty of Loyalty - As a representative of the County of Annapolis, every employee has a legal obligation to avoid acting in a manner that's contrary to the County's interests. This includes refraining from public criticism of the County's practices or personnel, as well an obligation to maintain confidentiality. Failure to do so is grounds for disciplinary action in accordance with the County's policies regarding managing unsatisfactory performance.

Working conditions

- Regular work hours are Monday to Friday, 8:30 am to 4:30 pm, position may require evenings and weekends.
- Individual must be able to handle 50 lbs unassisted
- This position requires work to be completed in both indoor and outdoor environments.

Direct reports

None

CERTIFICATION

<hr/> <div>Employee Signature</div> <hr/> <div>Printed Name Date</div> <div>I certify that I have read and understand the responsibilities assigned to this position.</div>	<hr/> <div>Supervisor's Name & Title</div> <hr/> <div>Supervisor's Signature Date</div> <div>I certify that this job description is an accurate description of the responsibilities assigned to the position.</div>
<hr/> <div>Chief Administrative Officer's Signature Date</div> <div>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</div>	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.