



JOB DESCRIPTION

Job Title: *Bylaw Enforcement Officer*
Term: *Permanent Full-Time — 37.5 hours/week, plus overtime as required*
Reports To: *Chief Administrative Officer, Rural Municipality of Rosser*

OVERVIEW

The Bylaw Enforcement Officer is an employee of the Rural Municipality of Rosser (RM of Rosser) and is responsible for administering and enforcing the RM of Rosser's municipal regulatory bylaws, and relevant terms and conditions contained in municipal development agreements. The Bylaw Enforcement Officer reports to the Chief Administrative Officer.

The RM of Rosser recognizes that effective bylaw enforcement requires a balanced and holistic approach that promotes voluntary compliance wherever possible, while taking appropriate enforcement action when required. The Bylaw Enforcement Officer will therefore perform a wide range of enforcement and compliance-related duties, including, but not limited to, public education and awareness, responding to complaints and inquiries, conducting inspections and investigations, collecting and documenting evidence, interpreting applicable legislation and bylaws, preparing professional reports, notices, orders, and other enforcement-related correspondence.

This job description provides a general outline of the principal functions and responsibilities of this position and is not intended to be an exhaustive list of all duties that may be assigned to the Bylaw Enforcement Officer.

DUTIES & RESPONSIBILITIES

The Bylaw Enforcement Officer will:

- Administer and enforce the RM of Rosser's municipal regulatory bylaws, including but not limited to, the Nuisance Noise, Unsightly Property, Aggregate Quarry Operations, Fire Prevention, Operation of Parks, Dumping of Litter, and Animal Control Bylaws, and the enforcement of other bylaws as a designated officer.
- Enforce applicable terms and conditions contained in municipal development agreements and other municipal agreements, as required.
- Promote voluntary compliance through education, communication, mediation, negotiation, and other appropriate compliance strategies, providing reasonable opportunity for property owners and other parties to achieve compliance.

- Schedule and conduct routine compliance inspections and enforcement checks.
- Respond to public enquiries and enforcement-related inquiries in a timely manner, professional, and respectful manner.
- Receive, assess, and investigate complaints and alleged offences bylaw offences.
- Conduct detailed site inspections of residential, commercial, industrial, agricultural, and other properties throughout the RM of Rosser.
- Consult and collaborate with external legal counsel and other professional advisors, as required.
- Collect, document, preserve, and manage relevant facts, items, statements, records, and other evidence relating to bylaw compliance or non-compliance.
- Determine and take appropriate action based on investigative findings, applicable bylaws, policies, regulations, procedures, and direction from the RM of Rosser.
- Prepare and issue letters, notices, orders, warnings, and other enforcement-related correspondence and documentation.
- Maintain accurate, comprehensive, and confidential enforcement files, databases, records, and evidence.
- Prepare professional reports, summaries, statistics, and other information, relating to enforcement activities for RM of Rosser administration and Council.
- Liaise with other municipal departments, government agencies, law enforcement agencies, regulatory authorities, and other organizations on enforcement matters, as required.
- Provide recommendations regarding compliance initiatives, enforcement practices, bylaw amendments, policies, procedures, and other measures intended to improve regulatory compliance.
- Assist with the development and delivery of public education and awareness initiatives designed to promote understanding of and compliance with municipal requirements.
- Provide expert or factual witness testimony in court or other legal proceedings, as required.
- Assist with development and delivery of public education and awareness initiatives designed to promote understanding of and compliance with regulatory compliance.
- Perform additional duties and responsibilities as assigned by the Chief Administrative Officer or designate.

REQUIRED SKILLS & QUALIFICATIONS

- Legally entitled to work in Canada.
- A high school diploma, General Equivalency Diploma, or equivalent.
- A valid full-stage Manitoba Class 5 driver's license.
- A minimum of two (2) years of demonstrated work experience in municipal bylaw enforcement, policing, corrections, security, regulatory compliance, or a related field.
- Post-secondary education and/or training in municipal bylaw enforcement, law enforcement, security, regulatory compliance, or related discipline is considered a strong asset and may be substituted for one (1) year of work experience.
- Knowledge of and/or demonstrated ability to interpret applicable provincial legislation, including the Municipal Act and Municipal Bylaw Enforcement Act is considered a strong asset.
- Demonstrated ability to de-escalate potentially difficult or confrontational situations through effective communication, body language, active listening, and professional conduct.
- Strong investigative, analytical, problem-solving, negotiation, mediation, and conflict-resolution skills.

- Knowledge of court procedures, rules, and principles relating to evidence and the requirements for documenting, preserving, and presenting evidence.
- Strong customer service, interpersonal, public relations, and compliance resolution skills.
- Excellent oral and written communications skills (the ability to communicate in Punjabi and/or Hindi considered an asset).
- Demonstrated proficiency with computer applications, including Windows-based software and Microsoft Office Suite.
- Demonstrated ability to work independently while also contributing effectively as part of a team.
- Strong organizational skills and the ability to manage multiple files, priorities, deadlines, and competing demands.
- Sound judgement, discretion, professionalism, and the ability to maintain confidentiality.
- Ability to conduct field inspections independently and work safely in a variety of residential, industrial, and agricultural environments.

WORK LOCATION

The Bylaw Enforcement Officer will operate primarily from the RM of Rosser's satellite office located at Unit 2 - 15 Davis Way, RM of Rosser CentrePort, just north of CentrePort Canada Way (PTH 190) and west of Brookside Boulevard.

The position will require regular independent travel throughout the RM of Rosser to conduct site visits, inspections, investigations, and other enforcement activities at residential, commercial, industrial, and agricultural properties in a safe, effective, and efficient manner.

HOURS OF WORK

Workdays to be primarily Monday to Friday with the potential of work hours flexing into weekends. Total work hours to comprise 37.5 hours per week, plus overtime as required, with hours that may flex into early mornings and evenings based upon bylaw enforcement operational requirements. All authorized overtime work shall be compensated in accordance with RM of Rosser Bylaw 5-17 – Conditions of Employment & Benefits.

TRANSPORTATION

The Bylaw Enforcement Officer will be assigned a municipal work vehicle for the performance of bylaw enforcement duties.

COMMUNICATION DEVICE

The Bylaw Enforcement Officer will be assigned a municipal cell phone to facilitate communication and the performance of job duties and responsibilities.

TRAINING

The RM of Rosser shall provide applicable training and professional development opportunities, subject to operational requirements and approval.

COMPENSATION & BENEFITS

The hourly wage rate range for the Bylaw Enforcement Officer position shall be \$36.54 – \$42.58 (37.5 hours per week, plus overtime as required).

Compensation shall be commensurate with qualifications and experience.

This position is eligible for participation in the RM of Rosser's employee group benefits plan, subject to the terms and conditions of the offer of employment and requirements of the RM of Rosser's benefits group carrier.