



Township of Huron Kinloss
 Casual
 Reports to the Building & Planning
 Manager/CBO

Relief By-Law Enforcement Officer
 Open Availability

This position will provide relief coverage to the By-Law Enforcement Officer, by enforcing the various regulatory By-laws of the municipality and statutes

Responsibility	Tasks
By-Law Enforcement	Provide written warnings to those accused of a By-law infraction
	Gather evidence and take statements of witnesses and offenders
	Must take thorough notes during investigations
	Interact with potentially hostile residents; in cooperation with the OPP
	Interact with potentially violent dogs, in cooperation with the OPP
	Conducts a thorough investigation of a carcass, or injured animal or damaged beehive/colony/beehive related equipment
	Submits the required photos, paperwork and documentation in accordance with the Ontario Wildlife Damage Compensation Program
Public Relations/Customer Service	Provides cooperative liaison with agencies and residents while performing animal control and By-law enforcement duties
	Provides quality customer service

	Resolves public concerns, where capable or refers the public concerns to the supervisor
Team Work	Working cooperatively with others to ensure all required tasks are completed on a daily basis
	Ensures that own work is performed in a safe manner according to health and safety guidelines and procedures
Other duties as assigned	
Qualifications	<ul style="list-style-type: none"> • Post secondary diploma in Law Enforcement or equivalent combination of education, training and experience • Two year experience in law enforcement • Ability to work independently, with little supervision • Good organizational skills • Good verbal communication skills • Mental alertness • Valid Drivers Licence

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents for this meeting accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.