

## **By-Law Enforcement Officer Brandon Police Service**

*\*\*More than one position may be filled from this competition\*\**

### **Competition # 19**

Please apply with a cover letter and resume online at: <https://jobbank.brandon.ca/>

**Position Conditions:** This opportunity is open to all applicants; however, first preference will be given to current City of Brandon BPA members. The City of Brandon reserves the right to underfill this position.

**Rate of Pay:** \$29.69 - \$32.21 per hour (2024 rates)

**Closing Date:** Applications will be accepted until filled.

The selection process for this competition will include testing and an interview.

### **PURPOSE OF POSITION**

In accordance with the Delegation of Authority investigates and enforces matters pertaining to City of Brandon By-Laws while working toward the Goals and Objectives of the Police Service to meet the Mission of the City of Brandon.

This position shall perform any and all duties and responsibilities as set for By-Law Enforcement Officer(s) assigned to Animal Control Duties, Parking Meter Attendant Duties, By-Law Enforcement Duties, Process Server Duties, or other such positions which enforce or support the administration of By-Laws and statutory offences.

Shall, in performance of duties, respect and protect human dignity and maintain and uphold the human rights of all persons.

In addition shall, in performance of duties, ensure that health and safety programs are applied in accordance with City of Brandon Policy and shall be responsible for adherence to generally accepted safe work practices within their work area.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

#### **ANIMAL CONTROL DUTIES**

- Act in compliance with the Animal Control By-Law.
- Conduct investigations and collect evidence relating to the Animal Control By-Law.
- Verify subsisting rabies vaccination for dogs and cats.
- Seize dogs and cats running at large or being a public nuisance contrary to the provisions of the by-law.
- Notify owners, when possible, of animals in custody and advertise as required.
- Release impounded dogs or cats.
- Requisition supplies and materials in compliance with Police Service policy.
- Assist in the euthanization of dogs and cats, either those impounded or considered a public nuisance.
- Prepare reports on activities.
- Liaise with the Brandon Humane Society, management personnel of the Pound Agent contracted by the City, and other persons or groups as required.
- Appear in Court and give evidence as required
- Co-operate with Police in enforcing the Animal Care Act.
- May represent the Police Service at public meetings or events in a public relations capacity as a delegated specialist.

## **BYLAW ENFORCEMENT DUTIES**

- Shall investigate complaints about breaches of City of Brandon By-Laws and in consultation with Supervisors, lay the appropriate charges.
- Shall patrol assigned areas of the city of Brandon and enforce City of Brandon By-Laws and selected Provincial Statutes.
- Compile reports outlining activities and investigations.
- Act with minimal supervision and exercise independent judgement;
- Participate in various community activities and make verbal presentations to groups when required or when in the best interests of the Police Service.

## **PARKING ENFORCEMENT DUTIES**

- Enforce sections of the Traffic By-Law pertaining to parking violations.
- Check meters in assigned areas and ticket vehicles parked in contravention of the City of Brandon Traffic By-Law.
- Patrol City owned parking facilities and ticket vehicles in contravention to the Traffic By-Law.
- Patrol timed parking and loading zones, chalk tires and issue tickets as required;
- Issue Caution tickets to vehicles as required.
- Check the operation of meters and report malfunctions, irregularities and damage to the appropriate department.
- Observe and report damaged or missing traffic signs to the appropriate department.
- Attend court proceedings as a witness to give evidence as required.

## **PROCESS SERVER DUTIES**

- Deliver and serve summonses for traffic violations and other offenses.
- Deliver and serve processes or other documents as required.
- Perform varied and extensive procedures required to serve summonses and subpoenas and other processes or documents.
- Complete Affidavits of Service on Summonses or other process documents as required.
- Performs related clerical work such as keeping records of all services and maintenance of a cross reference journal.

**NOTE:** This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

## **EDUCATION**

- Grade 12, G.E.D., C.A.E.C., or Mature High School Diploma (mandatory)
- First Aid Certificate (preferred)
- CPR Certificate (preferred)
- Training in Word Processing and other related programs (preferred)

## **EXPERIENCE**

- Sufficient customer service experience to have demonstrated a competence in dealing with members of the public in adverse settings (mandatory).
- Demonstrated experience with Microsoft related programs (preferred)
- Training in Conflict Resolution, Customer Service (preferred)

## **CONDITIONS OF EMPLOYMENT**

- Must pass police security clearance (background and criminal records checks)
- Must maintain confidentiality standards in accordance with the Police Service Oath, Freedom of Information and Protection of Privacy Act and Personal Health Information Act
- Must be able to provide a current driver's abstract with no more than 4 demerits that meet BPS standards (original required, dated within the last 3 months of competition close date)

Please contact [hr@brandon.ca](mailto:hr@brandon.ca) for a completed job description.

*The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation.*