**CITY OF YELLOWKNIFE**

 JOB DESCRIPTION

March 2018

**POSITION TITLE** Municipal Enforcement Officer II **POSITION NO:** #220-103B/

 104B/105B/123B/133B/137B

**DEPARTMENT:** Public Safety **DIVISION:** Municipal Enforcement

**LOCATION:** City Hall **SUPERVISOR’S TITLE:**  Supervisory Constable

**SUMMARY OF THIS POSITION**

Under the general supervision of the Supervisory Constables and Manager of Municipal Enforcement, the incumbent encourages and enforces due observance of the provisions of the various by-laws to ensure the lawful conduct of the public.

**OUTLINE OF DUTIES**

* Enforces the provisions of the various by-laws which have been authorized by Council, the N.W.T. Motor Vehicles Act and authorized provisions in the *N.W.T. Liquor Act* to ensure the lawful conduct of the public by:

- conducting daily patrols of the City;

 - checking drivers and vehicles to ensure that the Highway Traffic By-law and *Motor Vehicles Act* have been complied with;

 - conducting foot patrols for the purpose of enforcing unlawful consumption of liquor in public under the *N.W.T. Liquor Act*.

 - warning the public of minor infractions of a By-law;

 - issuing voluntary payment tickets or appearance notices to individuals committing an offence;

 - conducting foot patrols in the business section of the city;

 - performing maintenance to parking meters that are out of order;

 - enforcing other City By-laws as required;

- conducting patrols on snowmobile in winter to ensure compliance with the Snowmobile By-law.

* Carries out court responsibilities and procedures by:

- serving of summonses to persons charged with an offence;

 - serving of Warrants for Arrest and Warrants of Committal and placing and transporting persons in custody;

 - appearing in court to prosecute and testify during prosecutions.

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* Responds to Fire Alarms for traffic control and other assistance. Performs inspections of public construction sites to ensure all traffic and safety measures are adhered to.

**SPECIFICATIONS**

SKILLS AND KNOWLEDGE

Basic Knowledge

The work requires the ability to complete important but simple forms, the preparation of narrative reports, and the reading of operational directions.

Comprehension and Judgment

The work requires a thorough understanding of policies and the contents of all By-laws. Judgment is required in the issuing of voluntary payment tickets and appearance notices. Tact and diplomacy are required when dealing with the public.

Specific Vocational Training

The work requires a two year law enforcement diploma or two years law enforcement on-the-job training, a valid N.W.T. Class 5 Driver's Licence and a valid First Aid/CPR certificate.

**RESPONSIBILITY**

Resources

The work requires responsibility for the care of vehicles, equipment and personal equipment for the safety of employees and the public as well as security of property.

Safety of Others

The work requires constant care to ensure that the well-being of others is not adversely affected by persons in contravention of City By-laws.

**EFFORT**

Mental

The work requires alertness and tact in dealing with persons in tense circumstances.

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Physical

The work requires periods of walking, sitting and standing. Moderate physical exertion is required infrequently.

**WORKING CONDITIONS**

Environment

The work is performed outside in severe weather conditions while driving motor vehicles or conducting foot patrols.

Hazards

The work involves exposure to possible severe physical injury and in extreme and rare circumstances, death.

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I have read and understand this job description. The Human Resources Division has informed me that it is a general description of the duties and responsibilities and qualifications required for my position, which forms the basis for my classification level and against which my performance will be evaluated.

Employee's Signature Date

Department Head’s Authorization Date

Human Resources Authorization Date

City Administrator’s Authorization Date

DM #9625, v3