



THE CORPORATION OF THE MUNICIPALITY OF RED LAKE- JOB DESCRIPTION

Job title	<i>By-Law Enforcement/Health and Safety Officer</i>
Department	<i>By-Law/Health and Safety</i>
Reports to	<i>Clerk</i>
Direct Subordinates	<i>N/A</i>

Job purpose

As an employee of the Municipality of Red Lake, the By-Law Enforcement and Health and Safety Officer plays an important role in determining the overall corporate direction and policies of the Municipality of Red Lake in matters relating to by-law and health and safety. This role provides assistance and leadership aimed at helping The Municipality of Red Lake achieve its organizational objectives. This position is responsible for supplying the Clerk with information respecting to Municipal By-Law matters relative to carrying out his or her duties as is necessary to ensure the efficient operation of the Municipality. The By-Law Enforcement/Health and Safety Officer is expected to be a team leader and to make significant contributions to the strategic management of our municipality.

Duties and responsibilities

1. Administer and be responsible for ensuring that Provincial Acts and Municipal Regulatory By-laws are proactively enforced for municipal law.
2. Assist in the preparation of by-laws where required and enforce the same.
3. Ensure all businesses that require licensing within the municipal boundaries are licensed as per municipal by-laws.
4. Liaise with public to ensure awareness of municipal regulatory by-laws.
5. Complete the animal control function within the Municipality.
6. Complete the property standards function within the Municipality.
7. Assist with waste management with regards to recycling and garbage management.
8. Respond to and investigate by-law related complaints
9. Liaise with the Police Department in the enforcement of regulatory by-laws.
10. Develop, with the Clerk, the departmental annual operating and capital budgets.
11. Maintain all records, statistics and reports related to By-Law and Health and Safety.
12. Prepare all reports as required.



13. Encourage and promote safe and responsible work practices, and in all cases, the standards of the Occupational Health and Safety Act must be met or exceeded.
14. Ensures the Municipality operates in compliance with all H&S legislation as per OHSa and WSIA requirements; recommends, develops, implements, maintains/updates appropriate health and safety policies, programs, procedures and employee training.
15. With input from the JHSC and upon approval from senior management team, develops, updates and implements H&S and Wellness programs, policies and procedures to enforce legislated requirements and to promote health, safety and wellness of employees.
16. Acts as Co-Chair for the JHSC and coordinates meetings, inspections and training. Provides guidance and advice to committee. Liaises with governmental agencies in resolving issues.
17. Participates in accident investigations and ensures appropriate follow-up is completed.
18. Assist with handling work place disability and WSIB claims.
19. Accessibility training, drafting of policies and inspections as required.
20. Responsible for the ongoing identification of corporate health and safety administration and the development of overall health and safety policies, procedures and practices.
21. Other duties as assigned by the Clerk and/or CAO.

Qualifications

1. A High School Graduate
2. Thorough knowledge of the Municipal Act, the Provincial Offences Act, Municipal Regulatory By-laws, and all Health and Safety Regulations
3. Minimum of two (2) years Municipal By-law experience or a college diploma related to By-law enforcement is preferred.
4. Strong interpersonal skills, both written and oral.
5. Strong computer skills.
6. Class G driver's license.

Working conditions

The By-Law Enforcement/Health and Safety Officer will work in an office environment in the Municipal Office Building in Red Lake four days a week and in the Township Building in Ear Falls one day a week. There will be regular field work required at both locations. This position is 35 hours per week, Monday to Friday, with occasional evenings and weekends as required for meetings and animal control etc.

Physical requirements



This job requires the performance of duties resulting in only normal physical fatigue caused by periods of light to moderate physical effort.

Working Relationship

1. Regular contacts with all Municipal Departments, Clerk and the CAO.
2. Regular contact with the general public.
3. Occasional contact with provincial officials, federal officials and the Ontario Provincial Police.

Supervisor Approval:	
CAO Approval:	
Date approved:	
Review Date:	Dec 31, 2020