



JOB DESCRIPTION

JOB TITLE: SUPERVISOR – BYLAW ENFORCEMENT

REFERENCE NO: 22125

DIVISION: POLICE

DEPARTMENT: OPERATIONAL SERVICES

APPROVAL DATES: BY: Mike Worden DATE: Apr 25, 2022
Mike Worden (Apr 25, 2022 15:55 MDT)

BY: [Signature] DATE: April 25, 2022
CHIEF HUMAN RESOURCES OFFICER

GENERAL DESCRIPTION:

This is a management position responsible for the strategic direction, leadership and administration of the City of Medicine Hat municipal bylaw enforcement activities. This position is responsible for the day-to-day supervision of unionized Community Peace Officers (CPO's) Exhibit Control Technicians (property clerks) and the administration and coordination of contracted bylaw services.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Medicine Hat Police Service Operations Inspector, communicating regularly to administrative, personnel, budget, strategic communication and bylaw matters.
- Provides direct supervision to unionized Community Peace Officers and Exhibit Control Technicians.
- Develops and maintains regular working relationships with all sections of the Police Service, various levels of Municipal/Provincial/Federal Governments, various City Departments, news media and other external stakeholders concerning bylaw enforcement and related duties.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Coordinates, manages and supervises the various functions and services of the Bylaw Enforcement Section within the structure of the Medicine Hat Police Service, ensuring enforcement duties and activities are in accordance with industry best practice, Medicine Hat Police Service standards and policy and compatible with Municipal, Provincial and Federal legislations.
- Supervises and coordinates the service of various court documents.
- Regularly records and documents statistics and research matters pertaining to the enforcement of municipal bylaws and related matters.
- Coordinates the licensing of domestic animals as mandated by municipal bylaws.
- Coordinates and provides oversight for the contracted services supplied by the APARC, Parking Monitor Commissionaires and other related contracted services.
- Coordinates and manages all Medicine Hat Police Service parking violation processes.
- Coordinates all human resource activities including job description development and adjustment, recruitment, training, discipline and completion of performance and development processes on Bylaw Section staff, striving for continued competency development.
- Management of the Bylaw Section budget planning process, as required, ensuring Bylaw requirements are adequately represented and considered.
- Identify and recommend equipment requirements of the Bylaw Section and ensure that all equipment is properly used and regularly maintained.

- Encourage voluntary community bylaw compliance through education and enforcement by Section Community Peace Officers.
- Participate as an active member of the Medicine Hat Police Service mid-level supervisory team.
- Manage the remediation of property as authorized by municipal and provincial statutes and ensure related financial charges are placed on the corporate tax roll.
- Perform other related duties, outside of this job description, as requested by the Police Service.

REQUIRED COMPETENCIES:

- Extensive knowledge of the principles of law, law enforcement procedures and proper investigative techniques with a strong understanding of, and an ability to interpret and apply, the Municipal Government Act, municipal bylaws, Provincial Offences Procedures Act, along with other provincial Acts and statutes.
- Excellent communication skills, both written and verbal, along with strong mediation abilities.
- Demonstrated organizational, interpersonal and leadership skills, to plan, prioritize, schedule, supervise and manage the work of CPO staff in a safe and efficient manner in a very demanding, adverse, and changing work environment.
- Ability to create a shared vision and engage commitment to maintain that vision.
- Able to build rapport with various stakeholders to coordinate activities, while demonstrating a proactive approach to resolve issues prior to conflicts arising.
- Exhibits strong interpersonal skills demonstrating a high standard of ethics, integrity and discretion to address confidential and sensitive information, including the ability to communicate with honesty, diplomacy, and tactfully in an open and political environment.
- Strong understanding of the workings, structure and culture of both a municipal police service and municipal government in order to deliver performance and customer value.
- Self-motivated and encourages others to achieve personal excellence.
- Flexibility and adaptability in a rapidly changing and demanding environment.
- Able to use tact, diplomacy, mature judgement, strategic thinking and the capacity to deal courteously and effectively with the general public, staff, other levels of government and elected officials.
- Skilled in the use of Microsoft and other current office software in a network environment and ability to adapt to the current integrated ERP system and new city wide or specific applications.
- Knowledge and application of Provincial Occupational Health and Safety and Environmental legislation as well as City's Health, Safety and Environmental Management System and policies.
- Knowledge of the organizational structure, nature, purpose, policies, goals and objectives of the Medicine Hat Police Service and the City of Medicine Hat.

REQUIRED QUALIFICATIONS:

- Successful completion of a two (2) year diploma in Law Enforcement, Criminology, Police Sciences or similar from a recognized post-secondary institution.
- Ability to obtain a Community Peace Officer Level One Appointment from the Alberta Solicitor General and Public Security Department.
- Seven (7) years law enforcement experience, including three (3) years supervising law enforcement employees, preferably in a municipal environment.
- Possess and maintain a valid Alberta drivers' license with a satisfactory driving record.
- Ability to meet security clearance requirements as outlined in the Medicine Hat Police Service Policy and Procedures, including a polygraph examination.
- An equivalent combination of management approved training and experience may be considered.