

**CITY OF CORNER BROOK  
CAREER OPPORTUNITY**

**SUPERVISOR OF MUNICIPAL ENFORCEMENT OFFICER**

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The Supervisor of Municipal Enforcement reports directly to the Director of Protective Services and is responsible for the supervision and operation of the Municipal Enforcement division of the Protective Services Department. The Supervisor is the lead Municipal Enforcement Officer (MEO) with the City of Corner Brook and will provide leadership, coordination, and direction to all MEO's in the division. This position works independently and will be tasked with regular review of City regulations, by-laws, and enforcement policies and procedures and will prepare draft revisions/proposals as they see necessary.

This position will be responsible for all matters relating to the City's enforcement of municipal regulations and regulatory policies along with various provincial and federal legislation under which the City has authority to act, including but not limited to: the Highway Traffic Act, Off-Road Vehicles Act, The Animal Health and Protection Act, the Urban and Rural Planning Act, and the Occupancy and Maintenance Regulations. The Supervisor will provide oversight and guidance to staff regarding enforcement work ensuring adoption of investigative best practices, awareness of Case Law, and adherence to the Canadian Charter of Rights and Freedoms. They will review and assess all investigative files to ensure proper procedures are followed and determine whether there is a reasonable prospect of conviction if and when laying charges. If and when required, the Supervisor will prepare necessary documentation for search warrants, and will vet all documentation for prosecution disclosure packages.

The Supervisor for Municipal Enforcement will act as the City's Provincial Court prosecutor in the Highway Traffic Act and most other provincial legislation which the City prosecutes. The Supervisor will work in collaboration with the City Solicitor who will prosecute the various other matters on behalf of the City. Further, this position will work closely with various other city personnel, including but not limited to Development Inspectors, and assumes the enforcement responsibility relating to matters that arise.

**RESPONSIBILITIES**

- Ensure the efficiency, effectiveness, responsibility, and accountability, of the Municipal Enforcement division of the Protective Services Department;
- Perform as the Law Enforcement lead for the City;
- Lead, supervise, direct, train, coach, support, and mentor all MEOs;
- Coordinate the Metered Parking Program including parking enforcement, coin collection, etc.;
- Coordinate the Taxi Regulation licencing and inspection program;
- Coordinate the Recreational Vehicle Regulation compliance program;
- Coordinate all Law Enforcement / non-compliance investigations including the compilation of evidence and disclosure packages, determining whether there is a reasonable prospect of conviction, laying of charges and issuance and service of summons, violation notices, or City Orders as appropriate;
- Prepare and present cases in court as prosecutor on behalf of the City;
- Lead the division's continuous improvement efforts by identifying and implementing efficiencies and

- effectiveness where and when possible;
- Research and statistical reporting to inform the Director;
- Foster a safe and healthy workplace, adhering to all Occupational Health and Safety regulations and City policies;
- Maintain strict confidentiality of City information as per all privacy legislation and City policies;
- Liaise and provide assistance to other City departments as required;
- Liaise with law enforcement agencies as required.

## **QUALIFICATIONS AND REQUIREMENTS**

The Supervisor of Municipal Enforcement must have:

- Graduated from a post-secondary institution with an emphasis on law enforcement, or;
- Possess a combination of training and experience that is normally obtained through employment as a supervisory law enforcement officer that includes case management, complaint handling and investigation, legislative interpretation and application, enforcement and prosecution;
- Must have strong interpersonal and communication skills, reading comprehension and writing skills, organizational skills, investigation and mediation skills, and computer skills;
- Experience as a summary offence and traffic court prosecutor is preferred;
- Ability to work with minimal supervision is necessary and must have the demonstrated ability to effectively manage and coordinate staff in a safe, continuous improvement, results-oriented environment;
- Must have a valid Class 5 Newfoundland & Labrador driver's license in addition to an acceptable Driver's Abstract, a Certificate of Conduct and a Vulnerable Sector Screening;
- Must be capable of being insured and maintaining continued insurability under the City's insurance policy.

**SALARY:** **\$57,403.50 - \$76,538.00**

**CLASSIFICATION:** **Non- Union**

**CLOSING DATE:** **October 6, 2023**

**COMPETITION NO:** **2023-43**

Please submit résumés, **giving complete details of qualifications to the** Human Resources Office, City of Corner Brook, P.O. Box 1080, Corner Brook, NL, A2H 6E1; email [careers@cornerbrook.com](mailto:careers@cornerbrook.com)