



## Township of Essa Job Description

### Position Title: Provincial Offences Officer – March 2025

<b>Reports to:</b>	Manager, ASE	<b>Last Revision Date:</b>	March 2025
<b>Department:</b>	ASE Department	<b>Supervise staff or assign work (lead hand) or no HR responsibility?</b>	No supervisory responsibilities
<b>Location:</b>	Municipal Office	<b>List all positions directly supervised:</b>	None
<b>Standard weekly hours per employment agreement:</b>	35	<b>List of all position indirectly supervised:</b>	None
<b>Position Status (FT, PT, Seasonal, Student, Contract, Volunteer)</b>	Full time / Part time / Contract	<b>Pay Band #:</b>	
<b>Pay Method: (Salary or Hourly)</b>	Salary / Hourly	<b>On Call (Yes reference to details)</b>	No
<b>Overtime (Eligible? Weekly Threshold?):</b>	Unpaid, 1.5 hours off for each hour worked in excess of regular hours	<b>Eligible for all staff group benefits? (yes/no)</b>	Full time – Yes
		<b>If eligible for some describe which:</b>	Contract – No
		<b>Eligible for OMERS? (yes/no)</b>	Yes

#### Scope (Purpose) of Position:

Under the direction of the Clerk or ASE Manager, the Provincial Offences Officer, Automated Speed Enforcement (ASE), is responsible for reviewing camera-based evidence of offences under the Highway Traffic Act, pertaining to Automated Speed Enforcement; processes penalty orders to registered owners. Verify that evidence meets the appropriate threshold of the offence while ensuring strict regulated timelines are adhered to. Responsible for all associated administrative functions to effectively process enforcement, as well as document management and reporting activities.

#### Important Responsibilities Common to all positions (Leave as is, do not add.)

- Have a good understanding of standard Township operating procedures.
- Be familiar and comply with the provisions of the *Occupational Health and Safety Act* and its regulations, and the Township's Health and Safety Policies and Procedures.
- Take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
- Report unsafe acts or conditions to their supervisor or the Health and Safety Committee Representative.
- Report any occupational injury or illness immediately to their supervisor.
- Use personal protective equipment where required.
- Demonstrate teamwork and a strong sense of customer service.
- Perform other duties as assigned.



## Township of Essa Job Description

Key Result Areas (specific to position)	Duties (specific to each Key Results Area) (If list of tasks appropriate refer & attach)	Success Indicators (Key Performance Indicators)
<b>Provincial Offences Officer - ASE</b>	<ul style="list-style-type: none"> <li>Conducts investigations of automated speed enforcement equipment records and photographic evidence associated with automated speed enforcement operations to ensure compliance with the Highway Traffic Act, Township of Essa standards and other applicable laws and regulations.</li> <li>Ensures evidence meets the appropriate threshold for each alleged offence, and that equipment has a proper and accurate Certificate of Accuracy within the regulated timeframe.</li> <li>Investigates potential infractions of statutes, regulations and by-laws regulating the use of automated speed enforcement equipment to determine whether contravention(s) has occurred, in accordance with legislated requirements.</li> <li>Requests vehicle plate ownership from the Ministry of Transportation for evidence gathered during investigation of each contravention.</li> <li>Accurately completes and certifies each Penalty Order for violations once a contravention has been established and ownership information has been obtained.</li> <li>Processes and issues penalty orders to owners of plated vehicles in accordance with authorities set out in the Highway Traffic Act and related regulations.</li> <li>Arranges for document mailing and prepares documentation for tribunal proceedings (Screenings).</li> <li>Maintains accurate records and completes related administrative functions.</li> <li>Operates computerized software as related to the automated speed enforcement program.</li> </ul>	<ul style="list-style-type: none"> <li>Low percentage of PO's proceeding to the appeal stage</li> <li>Low percentage of PO's being overturned due to technical issues</li> <li>Successfully meeting PO issuance targets on a weekly basis</li> </ul>



## Township of Essa Job Description

	<ul style="list-style-type: none"> <li>• Appropriately handles private and confidential information in accordance with legislation and corporate standards.</li> <li>• Responds to inquiries and resolves concerns, as appropriate.</li> <li>• Ensures that services provided meeting Essa's customer service standards.</li> <li>• Performs other duties as assigned, in accordance with Department objectives.</li> </ul>	
<b>Administration of ASE</b>	<ul style="list-style-type: none"> <li>• Ensures Certificate of Accuracy is within the legislative acceptable range.</li> <li>• Communicates all signage inaccuracies and ensures that all damage, theft (etc) is reported to the appropriate department and rectified.</li> <li>• Ensures Corporate Records Retention Schedule is respected as it is reflective of the requirements of the MTO and MAG Agreements.</li> <li>• Required to work independently to complete work required within the regulated time frame.</li> <li>• Ability to interpret and apply municipal and provincial legislation as required.</li> <li>• Knowledge and skills to work within a highly regulated process driven environment.</li> <li>• Always ensures confidentiality of records.</li> <li>• Demonstrates effective customer service.</li> <li>• Interacts regularly with the Camera Vendor.</li> <li>• Communicates any concerns with ASE Supervisor.</li> <li>• Demonstrated oral and written communications skills; attention to detail and accuracy are required.</li> </ul>	



## Township of Essa Job Description

### Other details of the position

**1. Describe the type of problems this position may have to solve.**

The position of Provincial Offences Officer may encounter conflicts between Registered Owners that need to be resolved. At times, Registered Owners can become agitated and argumentative. The Provincial Offences Officer must educate and advise empathetically.

**2. Describe the type of decisions this position may have to make.**

Provincial Offences Officers are required to exercise discretion in judgement when examining contraventions captured by automated speed enforcement cameras.

**3. List the non-supervisory business relationships that come with the position.**

Must be comfortable working in a team environment and maintain relationships with municipal staff in particular other Provincial Offences Officers.

**4. Any responsibility for material resources required by the position? If so list.**

Responsible for the basic care and proper usage of office equipment and all personal protective equipment. Accountable for the maintenance of tech equipment such as laptops and printers and other equipment associated with technology.

**5. Any responsibility for information resources required by the position? If so list.**

Work within vendor's software for the issuance of Penalty Orders. Additionally, access to the provincial ARIS database is also granted to the Officer for retrieval of Registered Owner information.

**6. What is the spending limit for purchases of the position?**

None.

**7. Any budget involvement? If so explain**

None.

### Expected Behaviours of the position (same for all positions)

	Requirement for Position			
	Not Required	Basic Level	Intermediate Level	Advanced Level
<b>1. Communication</b>				
(a) Written communications		X		
(b) Oral communications one-on-one or in small groups			X	
(c) Large group presentation	X			



## Township of Essa Job Description

(d) Positive demeanor				X
(e) Negotiation/Mediation	X			
<b>2. Stakeholder Contact</b>				
(a) Knowledge of the services provided			X	
(b) Professional manner in dealing with stakeholders				X
(c) Customer focused orientation (can do)			X	
(d) Build strong relationships			X	
(e) Continually improve service			X	
<b>3. Leadership</b>				
(a) Develop a business or strategic plan (planning)	X			
(b) Convince others to buy into our vision or a change	X			
(c) Translate the strategy & plan into action & results	X			
(d) Flexible & adaptive (open to new ideas)			X	
(e) Innovate		X		
(f) Think critically – Think independently			X	
(g) Tolerant (diversity)			X	
(h) Empathy		X	X	
(i) Confidence			X	
(j) Active listening			X	
<b>4. Supervisory</b>				
(a) Coach & mentor	X			
(b) Empower & delegate	X			
(c) Manage job performance (give continuous corrective feedback)	X			
(d) Discipline and tough decisions as appropriate	X			
(e) Manage succession planning	X			
(f) Create and manage personal development plans for reports	X			
<b>5. Teamwork</b>				
(a) Work effectively with team members who have a variety of skill levels			X	
(b) Build & sustain internal relationships			X	
(c) Champion collaboration within the team			X	
(d) Accept all feedback (superiors, pers & subordinates)			X	
(e) Respect authority			X	
(f) Resolve conflict & difficult people			X	



## Township of Essa Job Description

6. Working Skills				
(a) Manage workload and meet deadlines (time management)			X	
(b) Deliver results (work ethic)			X	
(c) Manage stress			X	
(d) Manage quality of own work (attention to detail)			X	
(e) Ethics & integrity			X	
(f) Autonomy (independent action)		X		
(g) Creativity (originality and independent thinking)		X		
(h) Organization including project management			X	

### Qualifications

#### Formal Education & Training:

College Diploma related to enforcement. Demonstrated experience and knowledge in municipal law or municipal law enforcement in Ontario, knowledge of the Highway Traffic Act, O.Reg 355/22, O.Reg 398/19 and O.Reg 333/07. Mandatory training required through the Ontario Traffic Council and subsequent appointment by the Minister of Transportation.

#### Required in house training:

EBOTA Training. Essa's Joint Data Processing Centre ASE Standard Operating Procedures and Guidelines, *Municipal Freedom of Information and Privacy Protection Act*, *Municipal Act*, *Occupational Health and Safety Act* and other related legislation.

#### Work Experience:

1-2 years of closely related experience, within a municipal law environment or parking enforcement setting. Demonstrated experience and knowledge in municipal law or municipal law enforcement in Ontario, knowledge of the Highway Traffic Act, O.Reg 355/22, O.Reg 398/19 and O.Reg 333/07.

#### Specific Technical & Sector Skills required:

Accuracy and time management required to meet deadlines outlined by appropriate legislation. Excellent interpersonal skills and discretion to exercise proper and full authority but in a judicious service-oriented manner; ability to diffuse hostile situations. Valid Class "G" Driver's License in good standing.



## Township of Essa Job Description

### Physical Skill & Effort and Working Conditions

Regular use of one physical skill with some time pressure to complete a task; occasional periods of physical exertion producing low levels of fatigue, may involve light lifting – has the ability to vary task. Frequent sitting for long periods at a desk with breaks as required.

### Mental Skill & Effort and Working Conditions

Frequent focused concentration required when reviewing images, preparing penalty orders and certified statements. Occasional research of bylaws requiring concentration. Attention to detail required to process infractions. Active listening in order to respond effectively to public inquiries regarding bylaw issues.

SIGNATURES / APPROVALS	Date	Signature
Incumbent:		
Department Head:		
Chief Administrative Officer:		