



Posting 18.22

Classification: Smoke Free Ontario Enforcement Officer	Program: Environmental Health
Date Posted: Sep 26, 2018	Date Closed: Oct 9, 2018
Competition #: 18.22	Commencement Date: ASAP
Type: Permanent, Part Time	Location: Belleville
Status: CUPE	FTE: 0.5

POSITION SUMMARY:

The primary responsibility is to ensure compliance and enforce the Ontario Smoke-Free Ontario Act (SFOA) and municipal no-smoking bylaws where applicable.

Responsibilities Include:

- Conducts routine inspections, re-inspections, investigations, and provides education to individuals, owners, and operators on the applicable municipal no-smoking by-laws, the Smoke-Free Ontario Act, and related regulations as required by Ministry of Health & Long-term Care (MOHLTC) protocols and directives.
- Conducts youth access inspections of tobacco retailers according to MOHLTC protocols & enforcement directives.
- Investigates and responds to public inquiries and complaints about the Smoke-Free Ontario Act, and applicable municipal no smoking by-laws as assigned.
- Conducts enforcement activities including surveillance, interviewing witnesses, gathering of evidence, issuing Part I Provincial Offences Notices (tickets), laying Part III charges and following violations through the court process in conjunction with the Tobacco Control Manager.
- Ensures chain of custody of evidence presented at trial and presents evidence as a witness under oath, involving violations of the Smoke Free Ontario Act (SFOA), and municipal no-smoking by-laws.
- Maintains records, reports and statistics according to HPEPH policy and procedures. Keeps track of complaints, inspections, and enforcement activities

using the appropriate computer program and forms, including the MOHLTC Tobacco Information System (TIS).

- Liaises with other Public Health staff and external enforcement professionals to ensure the successful implementation and enforcement of the Smoke-Free Ontario Act, and applicable municipal no smoking by-laws within HPEPH.
- Makes presentations to schools, workplaces, business organizations, and the community-at-large about tobacco enforcement issues.
- Assists in implementing local media campaigns to increase awareness of tobacco control issues.
- Participates in the development, review, and distribution of resources and print materials for use in schools, workplaces, health care settings and the community-at-large.
- Responsible for planning and implementing own professional development plan in consultation with the Manager.
- Performs other related duties as assigned.

QUALIFICATIONS:

Education

- Two year post-secondary education in law enforcement or a health-related program from a recognized community college.
- Undergraduate university degree in a relevant health field, an asset.

Experience

- Three years of experience in law enforcement or equivalent, considered an asset.
- Previous experience in Public Health is an asset.
- Demonstrated knowledge of the Health Protection and Promotion Act and related regulations.

Knowledge, Skills, and Abilities

- Computer proficiency (Microsoft Office) and a demonstrated ability to learn new software programs.

- Immunizations must be kept up-to-date, in compliance with all applicable HPEPH policies.
- Valid Ontario Driver's license and reliable vehicle.
- Satisfactory criminal reference check.

Working Conditions:

Interacting with clients in a variety of private, community, and institutional locations; flexible working hours required, with weekend, standby, or evening services on an as needed basis. Normal working hours 8:30AM – 4:30PM.

If you are interested in submitting your CV, we would encourage you to review our Submission Guidelines.

Applications must be emailed to: careers@hpeph.ca

HPEPH welcomes those with disabilities. To make arrangements for accommodation during the recruitment process, please contact Human Resources.