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|---------------------------|----------------------------------|---------------------------|--|
| <b>Position:</b>          | By-Law Officer                   | <b>Accountability:</b>    | Lands & Resources Manager                              |
| <b>Hours of Work:</b>     | 32 hrs (Flexible incl. weekends) | <b>Employment Status:</b> | Contract ending March 31, 2018 with possible extension |
| <b>Circulation Level:</b> | III                              | <b>Preferences:</b>       | MFN member / persons of Aboriginal decent              |

Mississauga First Nation has ratified a Land Code and Constitution which is basis of implementing and enforcing laws & by-laws within the First Nation Lands.

The By Law-Officer will:

- Investigate/respond to complaints concerning infractions of by-laws and statutes, process any charges and court actions where authorized, attends court on behalf of the First Nation.
- Monitor permits, reservations, licenses/leases, dispute resolution; document warnings, issue citations and, appearance notices and summary conviction notices as required.
- Maintain accurate and detailed record of all enforcement activities/occurrences, compiling occurrence reports, and preparing seized items for disposal.
- Act upon/reporting/record problems, violations and complaints to Lands and Resources Program Manager, Director of Operations and Chief and Council
- Provide general management, technical training and group leadership to other team members and participate on committees.
- Assist in the preparation of laws and By-laws as required.
- Liaise with local law enforcement officials, the public, and community and the Indigenous Justice Circle as required; promote user compliance within MFN policies and regulations through public contact and routine/non-routine patrols.
- Carry out routine facility inspections for their security, damage and to ensure their normal operations;
- Provide general educational/resource management technical or historical information, and teaching skills such, policies and regulations as they relate to First Nation Lands ie., environmental & other provincial and federal laws
- Provide animal control services necessary for the safety and security of the First Nation and related functions, including the maintenance of records as required.

The By-Law Officer will possess the following qualifications, skills, experiences, and attributes:

- Post secondary Diploma in Law & Security/ Police Foundations / Natural Environment Technician/ Conservation Management Diploma or equivalent.
- Must provide a clear Criminal Reference Check from the Canadian Police Information Centre (CPIC); First Aid/ CPR Certification
- Must provide a valid Class "G" Ontario Driver's License in good standing and must be able to travel; be able to use outdoor equipment such as canoes, boats (safe boating certificate), snowmachines, All Terrain Vehicles etc.
- Knowledge and use of computers, Microsoft Office Suite software programs; be able to use and or learn how to use portable handheld GPS, DJI Phantom 4 Drones as per Transport Canada regulations.
- Experience writing proposals, policies, procedures and financial reports; conducting environmental monitoring, preparing technical reports and assessing data.
- Must have good physical ability and willingness to work in adverse conditions; able to work flexible hours/ on-call/ shift work, including weekends and holidays; must be able to work extended long periods; meet deadlines and or emergency situations.
- Excellent communication, motivation, leadership and interpersonal skills; experience working with Aboriginal people, organizations and communities, management experience; ability to establish and maintain respectful relationships with council, other community services, committees and external government and non-government agencies.

**TO APPLY:** Customize your cover letter and resume to the duties, experience, expectations and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. **Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview.** Please note that all interviews will be **in person**. If you would like a copy of the full job description and/or are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation  
P.O. Box 1299 Blind River, Ontario P0R1B0  
Attention: Rita Chiblow, Human Resources Advisor  
Marked: **CONFIDENTIAL**  
**EMAIL:** ritac@mississaugi.com **FAX:** 705-356-1740  
**Deadline: Friday, December 14, 2018 at 4:00 pm**

***Thank you to all applicants; however, only those selected for an interview will be contacted.***