

## POSITION DESCRIPTION

<b>POSITION (TITLE):</b>	Tobacco Enforcement Officer	<b>DIVISION:</b>	Health Promotion
<b>REPORTS TO:</b>	Manager, Injury Prevention, Substance Misuse and Tobacco	<b>UNION AFFILIATION:</b>	C.U.P.E Local 1759
<b>REVIEWED:</b> <b>Direct Supervisor</b>	Manager, Injury Prevention, Substance Misuse and Tobacco	<b>DATE: (R) if revised</b>	November 2018
<b>APPROVED:</b> <b>MOH/CEO, Director</b>	Director, Health Promotion	<b>DATE:</b>	November 2018
<b>AUDITED:</b>	Human Resources	<b>DATE:</b>	November 2018

### ***POSITION SUMMARY:***

Reporting to the Manager – Injury Prevention, Substance Misuse and Tobacco, the Tobacco Enforcement Officer (TEO) will be responsible for the promotion, monitoring and enforcement of the Smoke-Free Ontario (SFO) Act, 2017 and its regulations throughout the District of Thunder Bay in accordance with Ontario Public Health Standards and health unit policy.

### ***DUTIES AND RESPONSIBILITIES:***

1. Implements and enforces statutes in relation to the Smoke-Free Ontario Act and Regulations;
2. Provides information and education on the Act and performs regular inspections, surveillance and compliance checks on all tobacco and vapour product retailers to ensure compliance with the Act;
3. Provides support and guidance to youth test shoppers;
4. Performs inspections and investigations of premises affected by the Smoke-Free Legislation, ensuring compliance with the Act;
5. Responds to related complaints and requests from the public, community partners and municipalities;
6. Liaises with the City of Thunder Bay Bylaw Enforcement Department, as well as with other Municipalities;
7. Serves as a consultant on matters related to the SFO Act and Regulations, smoking/vaping policy and enforcement issues;
8. Schedules enforcement activities based on the prescribed requirements in the SFO Act and Regulations, and ensures priority issues are dealt with;

9. Maintains accurate daily activity records and field notes to reflect inspection, investigation and enforcement activities that are consistent with the needs of the prosecutor for legal purposes;
10. Assists in preparation of cases for legal proceedings;
11. Appears in court on behalf of the Health Unit;
12. Participates in a comprehensive approach to tobacco control that includes supporting prevention, protection and cessation programming;
13. Participates in program planning, evaluation, documentation and reporting;
14. All other duties as required.

**QUALIFICATIONS / REQUIREMENTS:**

- College Diploma in Law Enforcement (Two Year Program) or equivalent combination of education and experience.
- Ability to become designated as a Provincial Offences Officer.
- Must possess a working knowledge of legislation and standards related to federal and provincial smoking/vaping control, related municipal by-laws and the Provincial Offences Act.
- Demonstrated ability to conduct investigations, surveillance and compliance checks.
- Ability to plan, organize, and prioritize workload.
- Proficiency with current computer applications including experience on computer systems related to data entry and reports.
- Strong written and verbal communication skills.
- Experience conducting education/training sessions.
- Experience in courtroom procedures and knowledge of judicial process an asset.
- Ability to work independently and function effectively within a team with colleagues and community partners.
- Access to vehicle and possession of a valid class "G" Ontario Driver's Licence.
- Willingness to work irregular hours.
- Willingness to travel out of town on overnight trips.

***OCCUPATIONAL HEALTH AND SAFETY:***

- Follows all policies and procedures to ensure personal safety and safety of others.
- Reports any equipment or safety problems to supervisor.