

Bylaw Enforcement Officer – Full Time Permanent

Reporting to the Fire Chief, the Bylaw Enforcement Officer will provide enforcement of municipal bylaws and public education and awareness programs to ensure the protection of residents and property.

The Bylaw Enforcement Officer's work schedule must remain flexible to facilitate response to evening and weekend complaints. This position may be upgraded to that of Community Safety Officer (CSO) in the future and the successful candidate must be prepared to meet the requirements of the CSO position as well.

Desired Qualifications:

1. Level 1 Basic Training in Bylaw Enforcement – required
2. Minimum of three (3) years of bylaw enforcement experience
3. Clear and current criminal record check – required
4. Valid and current Class 5 Saskatchewan Driver's License with a clean driving abstract – required.

Knowledge & Skills

1. Knowledge of municipal bylaws and relevant legislation;
2. Works effectively with minimal supervision and as part of a team;
3. Analytical, problem solving and decision-making skills;
4. Excellent interpersonal skills including; negotiations, dispute resolution, and communications skills;
5. Must be able to communicate clearly and effectively, both orally and in written format, with sound knowledge and ability in the preparation of technical and nontechnical reports; and
6. Computer literacy, including MS Word and Excel, with knowledge of other related hardware and software programs.

Abilities

1. Ability to ensure confidentiality in relation to information received or collected during work;
2. Ability to deal effectively with the public, demonstrating exemplary customer service and professional manner;
3. Must possess the ability to maintain harmonious working relationships with the general public and other staff members;
4. Ability to adapt effectively to changing operational priorities and tasks and must be able to work effectively on multiple tasks at the same time;
5. Ability to complete all tasks in a timely manner, following established safety rules and regulations;
6. Ability to react quickly and with good judgement; and
7. Ability to provide clear, concise reports, studies and documents and possess the ability to present them to diverse audiences.

Roles & Responsibilities

Principle responsibilities of the position shall be to ensure that all legislative requirements are met.

Duties shall include:

1. Respond to complaints from local citizens, elected officials, employees and businesses;
2. Discuss bylaw requirements with the people involved and attempt to reach an understanding and obtain voluntary compliance with the bylaws(s);
3. Enforce bylaws by issuing violation tickets, traffic tags, or by issuing Orders to correct infractions such as unsightly property, etc.;
4. Arrange for required work to be done if Orders are not complied with (under direction of the Fire Chief), providing invoices to the Finance Department for payment and addition to the appropriate property tax account;
5. Provide monthly reports to the appropriate Standing Committee outlining monthly activities;
6. Keep detailed records;
7. Investigate bylaw offences to prepare for court proceedings;
8. Appear in court and give testimony related to the prosecution of bylaw offenders;
9. Provide public education regarding bylaws;
10. Work with senior administrative staff in drafting new bylaws and providing advice for amendments to current bylaws.

This posting will close Tuesday, September 3rd, 2019 at 4:30 p.m.

Start date for this position will be a negotiated date satisfactory to both parties.

WAGE: To be determined depending on experience and wage. To follow Out-of-Scope wage ranges

SUBMISSION OF APPLICATIONS/RESUMES

Applications/Resumes for the position described above will be accepted by the undersigned up to **Tuesday, September 3rd, 2019 at 4:30 PM.** (Only those considered for employment will be contacted).

Chelsea Turcotte, Finance and Human Resource Officer

P.O. Box 2134

Nipawin, SK S0E 1E0

Email: c.turcotte@nipawin.com

PHONE: 862-9866; FAX: 862-3076