



EMPLOYMENT OPPORTUNITY **LAC LA BICHE COUNTY**

Municipal Bylaw Enforcement Officer **Casual Position (2 Openings)**

Under the general direction of the Supervisor Enforcement Services, the Casual Municipal Bylaw Enforcement Officer is responsible for the day-to-day enforcement of Municipal Bylaws in accordance with the policies and operational procedures as approved by Lac La Biche County Council.

Responsibilities:

ENFORCEMENT DUTIES

- Works under minimal supervision while conducting bylaw enforcement.
- May be required to perform a range of roles that are administrative in nature.
- Required to make quick and pertinent decisions based on knowledge of laws and regulations as they may deal with the public in confrontational situations and must use sound judgment to resolve them.
- Develops and implements public awareness programs and maintains positive public relations.
- May conduct foot patrol, bicycle patrol and mobile patrol of the municipality including hamlets, subdivisions, parks, and municipal roads for the enforcing violations of County Bylaws. Conducts investigations relating to complaints and incidents; notify complainants of the outcome when applicable.
- Will be required to receive and document evidence related to such investigations and ensure that continuity of such evidence is maintained. Ensure policy relating to storage and destruction is in accordance with County Policies.
- Maintains records in relation to all enforcement activities and ticket issuance for providing monthly, quarterly and yearly statistics for local levels. This includes the maintenance of the Peace Officer notebook.
- Maintain liaison with other local community groups, and emergency response agencies;
- Assists in developing plans and implementing community safety, education and enforcement programs as they relate to County Bylaws.
- Issues notices, permits, compliance orders and /or tickets pertaining to all County Bylaws.
- Provides input to the Supervisor Enforcement Services, with regard to County Bylaws. Provides a high level of dress and deportment to provide a positive, professional and corporate image of Lac La Biche County.
- Work with other enforcement agencies as requested for J.F.O. (Joint Forces Operations)
- Performs other duties as assigned by the Supervisor Enforcement Services or designate.

ANIMAL CONTROL

- Provide input into implementation of the animal control policy and procedure for the municipality.
- Responsible for the daily aspects of animal control, pick up and collection of stray animals, impoundment, complaints, and licensing concerns
- Maintains positive working relationship with all agencies contracted by Lac La Biche County;

- Liaison with S.P.C.A, S.C.A.R.S and local veterinary clinic in regards to animal control and other areas of concern.

SUBDIVISIONS

- Provide enforcement of the Community Standards and Community Safety bylaws.
- Provide input in relation to updating of the Community Standards, Community Safety and Traffic Bylaws.

Qualifications:

- High School Diploma required; Law Enforcement Diploma, accredited Police Training, or basic Peace Officer training is an asset, combination of experience and education may be considered;
- Prior training and/or experience with Municipal Bylaws and/or Provincial Legislation an asset;
- Computer proficiency Microsoft Office, Microsoft Excel, and reporting software would be considered an asset;
- Possess excellent public relation skills;
- A clean Criminal Record Check and Enhanced Security clearance including vulnerable sector;
- Must submit a Driver's Abstract;
- Must be able to provide a Medical Assessment from a physician, which states that the applicant is fit for duty.

Working Conditions

- To read, understand, and comply with this municipality's safety policy, safe work practices, procedures and rules and any occupational health and safety legislation.
- To wear the safety equipment and personal protective devices and clothing required by regulations and the applicable safe work practice.
- To notify his/her supervisor of any unsafe conditions or acts that may be of danger to other workers or himself/herself.
- To report all incidents, near misses and/or injuries immediately to their supervisor.
- Report any anticipated loss of work time to their supervisor as soon as possible after being treated by a physician following an injury.
- To take every reasonable precaution to protect the safety of other workers himself/herself, visitors and the public.

Physical Requirements

- Must be capable of sitting or standing for extended periods of time
- Must be capable of lifting 75lbs

Salary range is \$29.05 to \$37.59 hourly

- Competition number: 43-MEO-17
- Closing date: Open until a suitable candidates are found.

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679

Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533

Email: hr@laclabichecounty.com

We thank all interested applicants; however, only applicants selected for an interview will be contacted.