



Bylaw Enforcement Officer

Permanent Full Time

The Town of Drumheller is seeking an individual with high integrity and passion for community safety to fill the Permanent Full-time Bylaw Enforcement Officer position. The successful candidate will have experience in bylaw enforcement and pride themselves on providing exceptional service and support to the citizen of the Drumheller Valley.

Working under the Director of Emergency & Protective Services, and reporting to the Manager of Municipal Enforcement, the Bylaw Enforcement Officer is responsible for the enforcement of all Town of Drumheller bylaws in a fair and consistent manner.

This includes, but is not limited to:

- Bylaw Enforcement and reporting
- Parking enforcement
- Public and Community engagement
- Animal Control
- School/Public education
- Working closely with other municipal departments and other public safety stakeholders

Education and Experience:

Minimum Grade 12 or equivalent and required certifications. A post-secondary diploma or degree in Criminal Justice, Emergency Management, Psychology, or a similar field is an asset.

Two to three years of bylaw enforcement, law enforcement, or equivalent experience with the following skills and qualifications:

Valid Class 5 driver's license

- Standard First Aid and CPR/AED certification
- Successful criminal background check
- Ability to attend solicitor general Peace Officer training
- Exceptional written, oral and interpersonal skills
- Proven analytical and creative thinking skills with the ability to solve problems, make decisions, negotiate and deal effectively with people in difficult situations and in emergency situations.
- Strong work ethic and highly motivated; ability to work in a fast-paced environment and respond to action requests in a timely matter.
- Proficiency with MS Office programs, and strong ability to learn new programs

Employment Category: Permanent Full-time

Hours per Week: 40 hours per week. May require some weekends/evening work.

Pay Scale: Based on experience and qualifications
Bylaw Officer \$27.72 - \$37.02 (2025)

Benefits: This position is eligible for full benefits and pension as per the Town's HR Policy and CUPE 4604 Collective Bargaining Agreement

Deadline for Applications: Thursday, January 16th, 2025 or until a suitable candidate is found.

Please submit your resume via the [CAREERS](#) section on our website.

We thank all applicants for their interest in this position; however only those candidates selected for an interview will be contacted. The Town of Drumheller is an equal opportunity employer and strongly supports diversity in the workplace; all candidates who are authorized to work in Canada are welcome to apply. If you require assistance in applying for this role, please call 403-823-6300.