

## The opportunity

Leduc County is looking for an experienced and highly motivated Bylaw Enforcement Officer to join our team. Reporting to the Manager – Enforcement Services, this exciting opportunity investigates and enforces bylaws relating to property, community standards and animal control concerns. As a member of the Enforcement Services team, the bylaw enforcement officer contributes to the achievement of the department's operational deliverables.

## About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community. You possess strong conflict resolution skills and the ability to gain compliance through engagement, education and enforcement of bylaws.

If you excel working under pressure, and if forward-thinking, problem-solving, strategic planning and quick adaptability to change is second nature to you, keep reading because we want to hear from you!

## What you will do

1. Investigates and enforces animal control bylaw matters, following best practices and procedures.
  - Conducts investigation including collection of evidence of related complaints received from the public within the County.
  - Deals directly with complainant and violator, resolves issues through mediation, warnings and court action.
  - Liaises with legal counsel and court officials. Prepares court briefs and serve documents as required. Testifies to Crown in bylaw matters.
2. Assists in the response to property and community standards bylaw concerns and investigations.
3. Determines the appropriate course of action for education and/or enforcement of bylaws.
4. Assists other officers, departments and external agencies by means of animal control, document services, inspections and/or evidence collection.
5. Attends and represents Leduc County in court proceedings, as required.
6. Adheres to guidelines as set out in Leduc County's policies and administrative directives.
7. Accountable for working in compliance with the *Alberta Occupational Health and Safety Act*, Regulation and Code and participation in the Health, Safety and Wellness Program.

8. Performs related duties as required.

## What you need to succeed

### *Must-have*

- Post secondary in a field related to the position (i.e., law enforcement, securities, public administration, land use).
- Minimum of 2 years related experience interpreting and enforcing municipal bylaws, municipal government act, animal control and general property concerns.
- A service focus with strong interpersonal, problem solving and conflict resolution skills.
- The ability to conduct and document investigations and prepare clear, concise reports.
- Strong organizational skills and the ability to speak succinctly and confidently in formal settings (i.e. provincial court proceedings).
- Proficiency with Microsoft Office suite of tools and other database (i.e. eticketing and MRF software) and spreadsheet applications.
- Ability to prioritize tasks and work independently with minimal supervision.
- A valid Class 5 Alberta Driver's license and police clearance check.

### *Nice to have*

- Training and/or experience in bylaw related unsightly property investigations, detrimental and unsafe property investigations under the Municipal Government Act, animal control and handling and officer safety.

## What's in it for you

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between \$64,772.00 and \$80,966.00, a 100% employer-paid comprehensive benefits package, municipal pension plan, and a starting three-weeks vacation allocation.

The opportunity is permanent full-time and is 40 hours per week. This position will work a rotational schedule that will provide coverage 7 days a week. The office is located at 101-1101 5 St. Nisku, AB.

## How to apply

Applications must be submitted via the blue 'Apply Now' button below to be considered. This position will remain open until filled.

We thank all applicants however only those selected for an interview will be contacted.