

# Employment Bulletin



North Battleford is located in west-central Saskatchewan. More than 15,000 people, who enjoy a cost of living that is one of the lowest in the country, rely on the daily services provided by the city's 250 full and part-time employees. Its relative size allows for a flexible municipal government that gets rid of the red tape for a fast, friendly business development. We are currently inviting applications for a

## Bylaw Enforcement Officer

(40 Hours per week) Full-Time

In this challenging full-time, year-round position you will perform a wide variety of tasks while working positively with the public enforcing the City's by-laws and associated legislation.

Bylaw Enforcement Officer is an ideal role for those interested in gaining hands-on experience with the intention of a future career as a Community Safety Officer. In addition, Officers will gain a wide range of knowledge regarding the City that could lead to career growth for other City positions.

Previous successful candidates have graduated from programs such as Police Foundations, Law & Security, Justice studies, Security, or Fire and Emergency Services. Regardless, Bylaw Officers will receive on-the-job training and if they are interested in pursuing a Community Safety Officer position will be offered additional training through the Province including:

- Charter of Rights and Freedoms, Provincial acts and statutes
- Radio procedures, report writing, tactical communications, conflict de-escalation techniques, Traffic training, Baton and OC spray certification, Radar/Lidar certification, Criminal code, criminal investigation, ICS 100, 200

### Essential By-Law Officer Functions:

- Ensuring the public safety and wellbeing of local residents
- Parking Enforcement
- Perform residential parking enforcement and foot patrols including public downtown areas to provide a deterrent to theft, vandalism and disturbances and to identify safety concerns
- Enforce community noise by-laws
- Animal control and yard orders

### Requirements:

- Excellent communication and people skills. The ability to deliver positive interactions with the public and co-workers.
- All candidates must pass a criminal record check and provide a driver's abstract
- Must be in good physical condition and portray a positive attitude
- Experience providing care and attention when working with animals
- Possess a high degree of initiative and work well without supervision
- Computer literacy. Must be comfortable learning new software and using basic functions in Microsoft Office: Word, Excel and Outlook.
- Willing to work both indoors and outdoors in all weather conditions

Wages: \$23.70 - \$29.53 (2024 OOS Wages – Band 1)  
Hours of Work: Rotating Shifts 8,10,12 Hour shifts (40 hours per week)  
Posting Closing Date: Until a successful candidate is found

### Contact Information

Interested candidates are invited to apply by submitting a detailed resume quoting job reference number to email:

[hr@cityofnb.ca](mailto:hr@cityofnb.ca)

City of North Battleford  
1291 101<sup>st</sup> Street  
P.O. Box 460  
North Battleford, SK S9A 2Y6

Telephone: 306 445-1700  
Fax: 306 445-0411

We thank all applicants for their interest; however only those selected for interviews will be contacted.

The City is an equal opportunity employer and values diversity in the workplace. If you require accommodation according to the Saskatchewan Human Rights Code, please let us know in order for us to ensure that you can participate fully and equally during the recruitment and selection process.

[www.cityofnb.ca](http://www.cityofnb.ca)

