



Employment Opportunity Operations Coordinator

Permanent Full-time – Pay Level 4 (\$60,754- \$76,466)

The County of Annapolis is currently seeking a Bylaw Enforcement Officer to join our Protective Services team! This is an opportunity to work amongst the breathtaking natural beauty of the Bay of Fundy shoreline and the lush Annapolis River, where you will be captivated by coastal communities, towns, village, historic properties and stunning parks that are the pride of our county. Annapolis County is an ideal location to live, work and play.

Operations Coordinator shall be responsible for coordinating the Municipal Operations Department's occupational health and safety program, triages public complaints, coordinates the issuance of work orders, coordinates the planning of new water and sewer installations, assists with planning for the maintenance of buildings, facilitates the processing of applications for special event use of municipal properties, coordinates access to and use of municipal properties, provides input into annual capital and operating budgets, acts as the clearinghouse for all Department of Municipal Operations invoices, assists with organizing and planning meetings with Bridgetown Chamber of Commerce, maintains a list of all Municipal Operations assets for insurance purposes, and prepares reports and documents for Director of Municipal Operations.

Qualifications:

Candidates for this position must possess as a minimum, a degree or diploma in business administration, engineering technology, or a similar educational program, or a combination of these educational requirements and lived experiences that meet these minimum requirements.

Additionally, the candidate must have a minimum of five (5) years experience working in an engineering or public work environment, with preference given to those whose experience is directly or indirectly working with a government organization, or a combination of formal experience and lived experiences.

A complete Job description can be found on our website: www.AnnapolisCounty.ca

This employment competition will close on September 28, 2025

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Applications will not be accepted via Social Media (Facebook)

The County of Annapolis thanks all those for applying but only candidates selected for an interview will be contacted.

www.AnnapolisCounty.ca