



EMPLOYMENT OPPORTUNITY

Bylaw Enforcement Officer

Who WE Are

The Town of Crossfield, located just 30 minutes north of Calgary and 15 minutes from Airdrie, is a fast-growing, vibrant community with a population of over 4,200 residents. As a mid-sized town, Crossfield offers the perfect blend of small-town charm and access to big-city amenities, making it an ideal place to live and work. Our progressive, collaborative work environment is built on teamwork, innovation, and a shared commitment to enhancing the quality of life for our residents. Join us in helping shape the future of Crossfield as we continue to grow and thrive.

YOUR Opportunity

The Town of Crossfield has a career opportunity for a Bylaw Enforcement Officer. Reporting to the Director of Community and Protective Services, this position is responsible for providing education and enforcement of the Town of Crossfield's bylaws with a focus on fostering positive public relations, and delivery of professional customer service.

YOUR Essential Functions

Bylaw Enforcement:

- Promote and enforce all Town of Crossfield bylaws as approved by Town Council.
- Conduct routine patrols of the Town of Crossfield to ensure compliance with all Town bylaws and provincial legislation.
- Respond to bylaw inquiries and investigate complaints brought forward by residents, business owners, Town council, Town staff, etc. and ensure that appropriate action is taken and documented in each circumstance.
- Work collaboratively with staff across departments to ensure consistent bylaw interpretation, coordinated enforcement, and an aligned municipal approach to service delivery and community concerns.

Community Involvement:

- Maintain effective working relationships with other key personnel and groups, including community organizations, schools and business community members.
- Follow-up on enforcement requests and notices to ensure compliance.
- Develop and implement public education/awareness and community engagement initiatives.
- Maintain accurate records of enforcement activities, complaints, inspections, and outcomes; prepare reports for Senior Leadership Team and Council, as required.

Other Duties:

- Prepare files for court which contain all necessary information and attend court to ensure proper prosecution of orders, tickets issued, etc.
- Provide recommendations and input in developing and amending bylaws as required.
- Ensure detailed reports are developed for all incidents, occurrences and investigations, and that proper records are kept for bylaw tickets issued.
- Perform all work in accordance with sound safety practices and procedures.

What YOU Bring

Education & Experience:

- Grade 12 education or equivalent (GED) is required.
- Post-secondary education in law enforcement, criminal justice, policing studies or related fields considered an asset.
- Minimum of 2 years' experience is required.
- Working knowledge of municipal operations, municipal bylaws, provincial court processes and other relevant legislation, policies and procedures.
- Valid Class 5 driver's license with a clean driver's abstract is required.
- Current clean criminal background and vulnerable sector check are required.
- Weed inspector training and experience are considered an asset.

Skills & Abilities:

- Proficient with computers, report management software, and all aspects of Microsoft Office.
- Ability to work an irregular shift that includes days, evenings and weekends.
- Ability to make effective and influential decisions to ensure all situations are resolved in a courteous and timely fashion, either through education or enforcement.
- Strong interpersonal, communication and conflict resolution skills; ability to interact professionally with diverse groups.
- Ability to work independently with minimal supervision.
- Ability to establish and maintain a high degree of public confidence and public relations.
- Ability to interpret and communicate Town bylaws.
- Ability to effectively organize work and establish priorities.
- Ability to excel in high pressure situations and use sound judgement.
- Must be proactive, well-organized and detail-oriented with strong leadership skills.
- Demonstrate effective time management, problem solving and decision-making skills.
- Ability to adapt to changing situations, while maintaining stable performance despite stressful conditions.
- Ability to maintain an appropriate level of fitness and tactical skills to help ensure officer safety and ability to properly perform job requirements.

What WE Provide

This is a full-time position (40-hour work week) involving shift work that will include days, evenings and weekends. Scheduled shifts may fluctuate to meet community needs. The Town of Crossfield offers a competitive wage, pension plan, excellent benefits package, and a supportive team environment.

Join the Town of Crossfield and be an integral part of a dedicated and community-focused team!

How to Apply:

Interested candidates are invited to submit their resume and cover letter to:

Human Resources
Town of Crossfield
Box 500, Crossfield, Alberta T0M 0S0

Email: HR@crossfieldalberta.com

The position will remain open until **March 20, 2026**. Please note that all applicants must be legally entitled to work in Canada. We thank all applicants for their interest; however, only those selected for an interview will be contacted.