PROTECTIVE SERVICES DEPARTMENT

EMPLOYMENT OPPORTUNITY

Protective Service Specialist

The Town of Hay River is accepting applications for the position of Protective Service Specialist on a permanent, full-time basis.

Job Summary:

Under the direction of the Assistant Director of Protective Services, the incumbent is responsible for enforcing compliance with the Town of Hay River Bylaws. The duties for this position include a combination of administrative work and time spent in the field patrolling, enforcing and communicating bylaw requirements to the public.

As the Protective Service Specialist, this position plays a vital role in the community with respect to enforcing municipal bylaws and selected Territorial Acts. Responsibilities include responding to public complaints, patrolling, enforcing parking regulations, inspecting properties, controlling animals, enforcing the Motor Vehicles Act, The All-Terrain Vehicles Act, the Dog Act as well as investigating any other bylaw offences.

The incumbent will work in cooperation with the Assistant Director of Protective Services in setting goals for the municipal enforcement department, establishing policies and procedures, and reporting on municipal enforcement activities. The job has a defined public presence, which may include speaking at schools, community events, and other meetings.

In addition to bylaw enforcement responsibilities, the incumbent will respond to both fire and medical emergency incidents as an active member of the Hay River Fire Department.

Education and Experience

- Completion of Grade 12 or equivalent
- Bylaw Enforcement Certification or equivalent
- A minimum of one year of bylaw enforcement experience or equivalent is desired
- Lidar/Radar certification is desired but training can be provided
- NFPA 1001 Level 1 and 2 or other relevant structural firefighting training is required but can be provided if necessary
- Emergency Medical Responder (EMR) or other relevant medical certifications is required but can be provided if necessary

Compensation:

- Wage is between $37.04 - $48.89 per hour, depending on experience
- Northern Travel Allowance of $500.00 per month is provided
- The Town of Hay River offers a comprehensive benefits package along with use of the Hay River Community Centre

**Successful applicants will require a satisfactory Criminal Records Check

Please submit a detailed resume and cover letter to the Town of Hay River via email indicating the position you are applying for in your cover letter. For a job description on these positions, please look for our job opportunities page at www.hayriver.com

For additional information please contact:

Human Resources Department
Town Office
Phone: 867-874-6522
Email: humanresources@hayriver.com

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