Position: Term Bylaw Officer

Location: Fort Smith Fire Hall

Status: Full-time Term

Closing Date: When Filled

The Town of Fort Smith is seeking a motivated and community-minded individual to join the Protective Services Department as a By-law Officer.

OUTLINE OF THE POSITION

The By-law Officer is responsible for enforcing municipal by-laws and providing public education and awareness programs and services to ensure the protection of residents, property and employees.

KEY RESPONSIBILITIES AND DUTIES

- Conduct regular patrols and perform day-to-day enforcement activities.
- Enforce municipal by-laws, speed limits and other vehicle regulations.
- Conduct investigations and respond to resident complaints and concerns in a timely manner.
- Conduct investigations of complaints and incidents and gather evidence in an appropriate and legal manner.
- Prepare reports and attend court proceedings, including presenting evidence and giving testimony in court.
- Maintain accurate records of by-law infractions, permits and other relevant information.
- Provide public education and awareness on public safety, including fire prevention, vehicle safety, ATV and snowmobile safety, firearm safety and bicycle safety.
- Coordinate, promote and/or deliver safety events and awareness programs for schools and community organizations.
- Liaise with community groups, organizations, residents and other agencies concerning safety issues and by-law awareness and enforcement.
- Assist with crowd control, emergency response situations and other related activities as required.
- Perform other related duties as required.

KNOWLEDGE, EDUCATION AND EXPERIENCE

- Successful completion of a By-law Officer training program or equivalent enforcement program.

Fort Smith
NORTHWEST TERRITORIES

- Minimum of 3 years of related enforcement experience.
- Minimum 19 years of age.
- Successful completion of secondary school or equivalent.
- Clear criminal record with vulnerable sector clearance.
- Valid NWT Driver's License appropriate to the class of vehicle being operated.
- Knowledge of regulatory by-laws, legislation, policies, procedures and rules of law.
- Knowledge of investigation and evidence gathering techniques and court processes and procedures.
- Effective verbal, written and listening communication skills.
- Strong analytical, problem-solving and decision-making skills.
- Ability to deal effectively with people in difficult situations.
- Effective public relations and public speaking skills.
- Cultural awareness and sensitivity, particularly within the northern cultural and political environment.
- Strong organizational, time management and stress management skills.

COMPENSATION AND BENEFITS

- Pay Level/Range: Level 20 ($80,282.03 - $92,585.55)
- Northern Allowance paid in addition to base salary.
- Comprehensive benefits including extended health, dental, vision, life insurance, and paid leave.
- Employee Assistance Program.

TO APPLY:

Submit your resume and cover letter to **humanresources@fortsmith.ca**