

BYLAW ENFORCEMENT OFFICER

The City of Moose Jaw is seeking to fill our Bylaw Enforcement Officer position. Under the direction of Legal Counsel in the Department of Legislative and Enforcement Services, the Bylaw Enforcement Officer is responsible for responding for the following:

- Manage bylaw issues and complaints by carrying out patrols;
- Communicate effectively with members of the public to public;
- Participate in neighbourhood strengthening and community awareness initiatives;
- Respond to inquiries and correspondence;
- Liaise with other City departments, public agencies, and Moose Jaw City Police Service;
- Maintain accurate records and statistics;
- Attend to businesses within the City to ensure the current business license is displayed or available for inspection;
- Assist legal counsel with preparation of court documents;
- Responsible and accountable for knowing, understanding and abiding by the City of Moose Jaw Safety Policy and applicable Saskatchewan Occupational Health and Safety legislation;
- Review VFH applications and processes taxi permits. Follow up for compliance with established VFJ Bylaws and procedures;
- Assist where necessary with parking enforcement.

Qualified candidates will have:

- Degree of Diploma in Law Enforcement, Criminal Justice or related field; OR 3 years' experience in bylaw or law enforcement or similar field
- Must pass Vulnerable Criminal Record Check
- Valid Class 5 driver's license
- Experience handling high stress, confrontational situations.

If this opportunity appeals to you, please submit a resume prior to 5:00 p.m. March 26, 2023, outlining your credentials and names of references and indicating Competition #23-10 to:



City of Moose Jaw, Human Resource Services

Fax: (306) 694-4517 or

E-mail: postings@moosejaw.ca

We will contact applicants we wish to consider within 3 weeks of the competition closing date. All applicants are thanked for their interest.