



By-Law Enforcement Officer

Reporting to the Director of Corporate Services, the By-law Enforcement Officer is responsible for the enforcement of municipal by-laws within the Town of Riverview and is expected to exercise independent judgment and initiative in resolving violations and complaints. The functions of the By-law Enforcement Officer include, but are not limited to, performing patrols, visits, inspections and investigations for the purpose of applying municipal by-laws; accepting requests and complaints; verifying and monitoring compliance with various by-laws, issuing warnings, notifications of offence, and if needed court summons and orders for violation of by-laws.

JOB REQUIREMENTS:

- Municipal Bylaw Enforcement course is required from a recognized educational institution.
- This position requires a good working knowledge of law enforcement processes, including investigatory methods, techniques and requirements.
- Minimum of three (3) years relevant work experience in by-law enforcement.
- Strong working knowledge of municipal by-laws and related New Brunswick statutes.
- Possess knowledge and skills in computer and software programs relevant to the position. For example, Excel, Word and Outlook.
- Possess strong organizational and time management skills to include follow-up with investigations and have the ability to finalize the appropriate reports and bring investigations to conclude.
- Quality of work is consistently done on time, accurate and thorough.
- Be capable of working without direct supervision.
- Excellent written and spoken English communication skills to maintain accurate records and reports.
- Possess a level of comfort in conducting media interviews as required.
- Ability to interpret and implement Town policies and procedures.
- Ability to respond to complaints to enforce applicable town by-laws and policy firmly and impartially while at the same time maintaining satisfactory working relationships with council and property owners.
- Ability to be tactful, exercise diplomacy and conduct negotiations with the public in difficult situations.
- Ability to work effectively as a team member.
- Workplace First Aid and CPR/AED certified.
- Must possess a valid Class 5 driver's license and a vehicle available for work purposes during work hours.

DEFINITE ASSETS:

- College diploma in policing or correctional techniques, criminology or a related field.
- A willingness to upgrade skills when required.
- Knowledge of municipal ticketing systems and municipal service monitoring systems would be an asset.
- Demonstrate a high level of commitment to the town and carry out work in a conscientious and enthusiastic manner.
- Ability to work independently, be adaptable, and quickly analyze situations and make decisions

This position is represented by CUPE Local 2162. Wage is according to the collective agreement.

Applications will be accepted up to 4:30pm, May 25, 2018. NOTE: This position is being advertised concurrently to internal and external candidates. External candidates shall only be considered after current Town of Riverview qualified CUPE union members.

Send your resume and cover letter to jobs@townofriverview.ca, indicating "By-law Enforcement Officer" in the subject line.

Please note, candidates will be assessed on their level of skills and abilities related to the minimum requirements of the position for the daily operation of the department. Assessment components, interview criteria, as well as minimum requirement levels are determined by the Town of Riverview.

Posted internally: May 15, 2018