



August 28, 2017

Bylaw Enforcement Officer

The Town of Rimbey is currently seeking applications for a Bylaw Enforcement Officer.

A Contract Position is available for a Bylaw Enforcement Officer to perform inspectional and regulatory work related to the enforcement of a variety of bylaws including but not limited to:

- Investigation and processing of complaints concerning bylaw infractions and violations;
- Enforce regulations and bylaws by issuing violation tickets, traffic tags and summonses and subpoenas, and prepare related legal documents;
- Appear in court and give testimony related to the prosecution of bylaw offenders;
- Explain and interpret bylaws and regulations to the public;
- Have considerable knowledge of bylaws and regulations related to noise, unsightly premises, dog control, business licensing, streets and traffic and waste removal;
- Correct problems when orders are not obeyed by arranging for required work to be done and invoicing the property owner;
- Have the ability to work independently and have good public relations and customer service skills in order to respond and problem solve with tact and diplomacy;
- Have strong oral and written communication skills;
- Have the ability to handle potential conflict situations;
- Keep records;

Qualifications: Completion of Grade 12 plus sound experience in inspectional and enforcement work. A valid Driver's License plus eligibility to obtain RCMP security clearance. A working knowledge of the provincial court system and a knowledge of proper investigative and interviewing techniques. A current Standard First Aid Certificate. Computer skills for inputting and retrieving data.

The pay range for this Contract position is \$30.00 - \$38.00 per hour based on knowledge and experience. Hours of work may vary; may require some evenings and weekends.

Please reply with your cover letter and resume to: Lori Hillis, CAO Town of Rimbey Box 350 Rimbey, AB. T0C 2J0 or email to: lori@rimbey.com