



## **EMPLOYMENT OPPORTUNITY** **LAC LA BICHE COUNTY**

### **Land Use Bylaw Enforcement Officer** **Full Time Permanent Position**

The Bylaw Enforcement Officer is responsible for the day to day enforcement and administration of the Land Use Bylaw and other Planning and Development related bylaws and policies.

Under the general direction of the Manager, the Bylaw Enforcement Officer will work in conjunction with the Development Compliance Officer to monitor land development activity to ensure it is occurring in compliance with development approvals and Land Use Bylaw regulations.

### **Responsibilities:**

#### **Enforcement Duties**

- Works under minimal supervision while conducting bylaw enforcement and enforcement of Provincial Legislation;
- May be required to perform a range of roles that are administrative in nature;
- Required to make quick and pertinent decisions based on knowledge of Laws and Regulations; as they may deal with the public in confrontational situations and must use sound judgment to resolve them;
- Develops and implements public awareness programs and maintains positive public relations;
- Periodic mobile patrol of the municipality including hamlets, subdivisions, and parks for the proactive approach to land use enforcement;
- Will be required to investigate, receive and document evidence related to such investigations and ensure that continuity of such evidence is maintained. Ensure policy relating to storage and destruction is in accordance with County Policies and Provincial Regulations;
- Maintain liaison with other local, provincial, and federal enforcement agencies, community groups, and emergency response agencies;
- Issues notices, permits, compliance orders and/or tickets pertaining to the Land Use Bylaw, and related land use bylaws and policies;
- Maintains a high level of dress and deportment to provide a positive, professional, and corporate image of Lac La Biche County;
- When available, support the County's Enforcement Services Department; and
- Performs other duties as assigned by the Senior Manager.

#### **Administration**

- Maintains records in relation to all enforcement activities and ticket issuance for the purpose of providing monthly, quarterly, and yearly statistics for local and provincial levels. This includes the maintenance of the Peace Officer notebook;
- Provide input in relation to updating Department and County policies related to land use enforcement.

## **Qualifications:**

- High School Diploma required;
- Law Enforcement Diploma, accredited Police Training, or basic Peace Officer training is an asset;
- Combination of experience and education may be considered;
- Prior training and/or experience with Municipal Bylaws and/or Provincial Legislation is an asset;
- Computer proficiency with Microsoft Office, Microsoft Excel, and reporting software would be considered an asset;
- Possess excellent public relation skills;
- Must submit a Driver's Abstract, Criminal Record Check, Child Welfare Check, and Medical Assessment that meets the satisfaction of the County

### **Salary range: 62,545.60 to \$80,953.60 annually**

- Lac La Biche County offers a comprehensive and competitive benefits package, including:
  - 100% Employer paid Health and Dental Benefits
  - Employee and Family Assistance Plan
  - Local Authorities Pension Plan
- Competition Number: 35-BEO-19
- Closing Date: This competition will remain open until a suitable candidate is found.

***Candidates from this competition may be used to fill future vacancies at the same classification level within the next 6 months***

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679 Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533

Email: [hr@laclabichecounty.com](mailto:hr@laclabichecounty.com)

We thank all interested applicants; however, only applicants selected for an interview will be contacted.