



## By-Law Enforcement Officer

The **Municipality of Kings** is one of the fastest growing regions in Nova Scotia. It has a unique blend of urban and rural communities and offers a wonderful quality of life to its residents. Community Development Services is seeking the expertise of a By-Law Enforcement Officer to join our team. If you are a motivated self starter with an eye for detail, we want to hear from you!

Reporting to the Supervisor of Building & Enforcement Services, the successful candidate will:

- Investigate and gather evidence to substantiate complaints regarding alleged by-law violations and Municipal Government Act (MGA) violations;
- Communicate with alleged by-law offenders and complainants to resolve complaints and promote and ensure compliance with by-laws and the MGA;
- Maintain accurate and complete files and reports on all complaints received;
- Issuance of Summary Offence Tickets when warranted ensuring all files are accurate and complete to be forwarded to the Municipal Service Area responsible for the By-law;
- Assist with the preparation, delivery, and recommendation through written reports regarding alleged by-law violations or MGA violations; and
- Point of Contact for Animal Control contract.

Minimum Qualifications for the position:

- One year certificate / diploma in Law & Security or equivalent education;
- A thorough understanding of by-law enforcement in a municipal environment (an asset);
- Strong written and communication skills and knowledge of computer applications within a Windows environment with an emphasis on Microsoft Word, Excel, and PowerPoint;
- Eligible to be a member of the Atlantic Bylaw Officers Association, eligible for appointment as a Special Constable under the Nova Scotia Police Act;
- And, hold a valid driver's license.

This is a unionized position that is governed in accordance with the Collective Agreement between the Municipality of the County of Kings and CUPE, Local 2618-01. Hours of work are Monday through Friday 8:30 AM to 4:30 PM. Compensation includes a competitive salary, pension and a benefits plan. Salary will be level 7 of the Municipal Pay Band - \$53,322 to \$61,186. Please submit your application by **12:00 PM Tuesday, February 21, 2018**.

To Apply:

- **Please demonstrate in your application** how you meet the above qualifications.
- **To apply for this position online**, click [here](#) and you will be redirected to Careerbeacon.
- **Benefits of applying online** - The system will allow us to send an immediate confirmation email that your application has been received and we will notify you the status of your application once applicants have been shortlisted.
- **Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer or will result in termination of your employment. Checks may include one or all of the following checks: Reference / Employment Verification, Criminal Background, and Education.**

**The Municipality of the County of Kings is committed to building and fostering an inclusive and welcoming workplace. We are an equal opportunity employer.**