



SHARED MUNICIPAL ENFORCEMENT OFFICER

Purpose of the Position:

The Municipal Enforcement Officer works with residents and businesses to ensure community standards are maintained through inspections and enforcement of the municipal regulations and bylaws enacted by the towns of Deer Lake, Pasadena and Steady Brook. The Municipal Enforcement Officer resolves complex situations, conducts investigations, interprets and applies multiple bylaws and legislation and assists with tax collection.

Duties and Responsibilities:

- Public ambassador.
- Enforcement of Municipal Regulations including but not limited to:
 - Traffic
 - Anti-noise
 - Animal control
 - Snowmobile and all-terrain vehicles
 - Regulations
- Maintain accurate records and prepare written reports and submissions.
- Issue violation tickets and lay charges in accordance with municipal bylaws and Provincial Acts.
- Advocate for compliance and cooperation by educating the public through explanation of bylaws, policies, and procedures.
- Respond to and process incoming complaints.
- Ensure compliance with parking bylaws and regulations.
- Investigate infractions of Municipal By-Laws.
- Provide information, advice and recommendations related to Municipal Law Enforcement issues.
- Determine appropriate enforcement actions: issue written or verbal warnings, violation or specified penalty tickets, clean up orders, etc.
- Provide development control support.
- Assist with tax collections.
- The candidate should be proficient in Microsoft Office suite.
- Provide security of Town properties and special events.
- Other duties as directed by the Town Manager, including but not limited to running errands for the office respecting mail pick-up, bank deposits, etc.



Skills/Abilities/Knowledge:

- Post-secondary education in law enforcement supplemented with at least two years' work-related experience.
- Class 5 Driver's License.
- Thorough knowledge of the by-laws, statutes and applicable regulations related to Newfoundland and Labrador municipalities.
- Ability to tactfully and firmly deal with the public and exercise sound judgement and discretion.
- Ability to enforce by-laws and applicable regulations with tact, firmness, impartiality and sound judgment.
- Excellent oral and written communication skills.
- Ability to recognize sensitive material or information and maintain confidentiality.
- Interpersonal skills/people-person.

Core Competencies:

- Achievement oriented
- Analytical
- Creative
- Decision-making
- Flexible
- Job motivation
- Judgement
- Leadership
- Persuasive
- Problem-solving
- Time Management
- Professional
- Team player



Reports to:

- Town Manager – Town of Deer Lake

Working Conditions:

- Office environment as well as often outside in all weather conditions

General Work Schedule:

- Monday – Friday
8:30am - 4:30pm with exceptions as per direction of the Town Manager
- On-call based on schedule shared amongst other management staff.
- Travel may be required to attend training.

By applying for this position, you understand that you will be required to undergo a background check should you be made an offer. You also understand that the offer is contingent upon successful completion of the background check.

SALARY: \$23.00/ hour

Interested and qualified applicants are invited to submit their resume and cover letter on or before 12:00pm Thursday, August 19th, 2021.

Deer Lake Town Manager

Town of Deer Lake

34 Reid's Lane

Deer Lake, NL A8A 2A2

Email: deerlaketownmanager@nf.aibn.com

Please note: The Town of Deer Lake appreciates all applicants for their interest, however, only individuals selected for interviews will be contacted.