



EMPLOYMENT OPPORTUNITY

Bylaw Officer Job #14-064

Located only ninety minutes from Edmonton with a population of over 10,500, Whitecourt is a prosperous and fast growing community in central Alberta. Surrounded by beautiful forests and the scenic Athabasca and McLeod Rivers, it is a haven for outdoor recreation. With the combination of commercial, residential and recreational opportunities, Whitecourt offers all the amenities of an urban municipality with that "small town" feel. For more information on Whitecourt visit www.whitecourt.ca. Our organization requires a full-time, permanent Bylaw Officer to work within the Corporate Services Department.

The primary focus for the position is on bylaw enforcement with responsibilities for developing and maintaining relationships with residents, businesses and other Town departments for the purposes of providing education, support and guidance in respect to relevant acts and bylaws. In this role you will initiate files and investigations through patrol observations and complaints, and ensure that they are conducted in a timely manner. Other duties include enforcement of traffic legislation (with an emphasis on non-moving vehicles), and Court appearances (as required).

The successful applicant must have:

- Good organization, oral and written communication skills;
- Grade 12 education and knowledge and experience in Bylaw Enforcement;
- Class five (5) licence minimal, supported by a current driver's abstract;
- High level of interpersonal skills;
- Physically Fit;
- Preference will be given to those applicants who have prior policing experience. The Town may provide training for applicants who do not meet the qualifications.

The successful candidate will work a forty (40) hour work week; a small amount of shift work is required.

Applicants must also successfully complete an RCMP enhanced security screening, and be eligible for appointment as a Community Peace Officer (Level Two). The successful applicant will be required to pass a pre-employment physical, criminal check and provide a driver's abstract, prior to being hired.

This position may be of interest to people who have retired from a career with the RCMP or similar experience.

The Town of Whitecourt offers a competitive salary and comprehensive benefit plan. The starting wage for this position is negotiable depending upon qualifications and experience.

If you feel that you have the qualifications and desire to lend your skills to the Town of Whitecourt team, please submit your written letter of application and/or resume to the following address, prior to 4:00 p.m. on Friday, November 28.

TOWN OF WHITECOURT
Attention: Legislative Coordinator
Re: Job #14-064
Box 509, 5004 - 52 Avenue
WHITECOURT, AB T7S 1N6
Fax: 780-778-4166
Email: hr@whitecourt.ca

We thank all applicants for their interest, however only those who are selected for an interview will be contacted.