

# Seasonal Bylaw Officer



TOWN OF  
**PEACE RIVER**  
ALBERTA

We are seeking dedicated individuals to join our team as Seasonal Bylaw Enforcement Officers. As a seasonal member of our enforcement team, you will work closely with residents, businesses, and visitors to ensure compliance with local bylaws while fostering positive relationships and a sense of community pride.

Through the course of their duties, the Bylaw Enforcement Officer will be required to respond to complaints, investigate appropriately, issue tickets as required, participate in judicial hearings and court proceedings, and follow law enforcement policies and procedures. Other responsibilities will include administrative tasks such as the creation and maintenance of records and preparation of reports.

## Responsibilities:

- Patrol the community to enforce municipal bylaws, including but not limited to parking regulations, noise ordinances, property maintenance standards, and animal control regulations.
- Respond promptly and professionally to complaints and concerns from residents regarding bylaw infractions.
- Conduct investigations, gather evidence, and issue warnings or citations as necessary.
- Educate the public about local bylaws and regulations through community outreach efforts.
- Collaborate with other municipal departments, law enforcement agencies, and community organizations to address bylaw-related issues.
- Maintain accurate records and documentation related to enforcement activities.

## Qualifications:

- High school diploma or equivalent.
- Certificate, Diploma or a Degree in law enforcement, criminal justice, policing studies, or related fields.
- Knowledge of local bylaws and regulations is an asset.
- Excellent communication and interpersonal skills.
- Ability to work independently and make sound judgments in high-pressure situations.
- Valid driver's license and access to a reliable vehicle.
- Must maintain a clear criminal record and vulnerable sector check authorized by the RCMP or local police agency.
- Willingness to work irregular hours, including evenings and weekends, as needed.

*The Town of Peace River welcomes diversity in the workplace and encourages applications from all qualified students. We thank all participants for their interest, however only those who are selected for an interview will be contacted.*

Full Time • Temporary Employment

Wage: \$27.92—\$35.08 per hour

Term: 4 months

Hours: 40 hours per week

Closing Date: Open until a suitable candidate is found.

Complete job descriptions are available upon request. Qualified applicants are invited to submit their resumes (with a cover letter) to the address below.

**Quote Competition #24/017**

**Employee Services Manager**

**Email: [hr@peacriver.ca](mailto:hr@peacriver.ca)**

Posting Date: May 16, 2024