

**WE ARE NOW ACCEPTING APPLICATIONS FOR:**

## **By-Law Enforcement Officer (Term) Brandon Police Service**

The By-Law Enforcement Officer investigates and enforces matters pertaining to City of Brandon By-Laws. The incumbent shall perform any and all duties and responsibilities as set for By-Law Enforcement Officer(s) assigned to Animal Control, Parking Meter Attendant, By-Law Enforcement, Process Server, or other such positions which enforce or support the administration of By-Laws and statutory offences.

### **Position Qualifications**

- ✓ Grade 12, G.E.D., or Mature High School Diploma
- ✓ Hold and maintain a Class 4 Province of Manitoba Driver's Licence (must be obtained within one month of appointment)
- ✓ First Aid and CPR Certificate (Preferred)
- ✓ Must possess suitable physical strength and ability to enable incumbent to perform all duties associated with the By-Law Officer positions
- ✓ Ability to work confidently with animals
- ✓ Proficient use of computer equipment, operating systems, word processing, spreadsheet and database software
- ✓ Ability to communicate effectively at all levels of comprehension
- ✓ Ability to work with a minimum of supervision
- ✓ Ability to learn computerized processes and provide clear, concise and accurate reports
- ✓ Sufficient customer service experience to have demonstrated competence in dealing with members of the public in adverse situations

### **Conditions of Employment**

- ✓ Must pass police security clearance (background and criminal records checks)
- ✓ Must maintain confidentiality standards in accordance with the Police Service Oath, Freedom of Information and Protection of Privacy Act and Personal Health Information Act
- ✓ Must be able to provide a current driver's abstract with no more than 4 demerits that meet BPS standards (original required, dated within the last 3 months of competition close date)

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### **Competition # 210046**

**Posted on:** April 22, 2021

Applications will be accepted until **11:59 p.m., May 6, 2021**

**Rate of Pay:** \$27.51 – \$29.84 per hour (2021 rates)

Please apply with a cover letter and resume by applying on-line at: <http://jobbank.brandon.ca>

### **Position Conditions:**

This opportunity is open to all applicants; however, first preference will be given to current City of Brandon BPA members.

The selection process for this competition will include testing and an interview.

The City of Brandon reserves the right to underfill this position.

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**For complete position details and requirements see the Job Description on the City of Brandon website.**

*The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation.*