

Municipality of Harrison Park
Onanole, Manitoba

By-law Enforcement Officer

The Municipality of Harrison Park is seeking applicants for the part-time positions of By-law Enforcement Officers to commence as soon as possible.

More information is available on www.harrisonpark.ca

Any persons interested are requested to submit a resume and cover letter to the Municipal Office, no later than June 26, 2023, at 4:30 p.m.

For more information contact:

Chad Davies, CMMA
CAO
Municipality of Harrison Park
Phone: 204-848-7614
Email: admin@harrisonpark.ca

Job Description

Municipality of Harrison Park

By-law Enforcement Officer(s) (part-time / term)

The By-Law Enforcement Officer investigates and enforces matters pertaining to Municipality of Harrison Park By-Laws. The incumbent shall perform any and all duties and responsibilities as set for By-Law Enforcement Officer(s) assigned to Animal Control, By-Law Enforcement, or other such positions which enforce or support the administration of By-Laws.

Duties:

- Respond to resident complaints and concerns
- Follow up and investigate resident complaints and concerns
- Maintain public relations and liaison concerning by-law awareness and enforcement
- Conduct site assessments regarding alleged by-law violations
- Collect evidence as required to ensure appropriate by-law enforcement
- Issue orders and penalty notices
- Conduct regular patrols and perform day to day enforcement activities

Hours of Work:

- Saturday and Sundays - varying hours
- Monday to Friday – varying hours

Position Qualifications:

- Grade 12, G.E.D., or Mature High School Diploma
- Experience or training in by-law enforcement or policing
- Hold a valid Class 5 Province of Manitoba Driver's Licence
- First Aid and CPR Certificate (preferred)
- Must possess suitable physical strength and ability to enable incumbent to perform all duties associated with the position
- Proficient use of computer equipment, operating systems, word processing, and spreadsheet software
- Ability to communicate effectively at all levels of comprehension
- Ability to work with minimum 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 criminal record, vulnerable persons and child abuse registry check

- Must maintain confidentiality standards in accordance with 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