Job Posting

By-Law Enforcement Officer

The By-Law Enforcement Officer promotes awareness of Municipal by-laws and increases deterrence through their contact with the public. They are responsible for enforcing the Dangerous and Unsightly Premises provisions of the Municipal Government Act and Municipal by-laws. The By-Law Enforcement Officer is also appointed Special Constable for the purpose of issuing summary offence tickets.

The Municipality is willing to provide training to obtain the required qualifications of this position.

See below for detailed position description and salary.

Deadline for resumes is Monday, March 24, 2025, at 1:00 pm.

Please forward your cover letter and resume to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume “By-Law Enforcement Officer”

Department of Protective Services: By-Law Enforcement Officer

Job Title
By-Law Enforcement Officer

About the Role

The By-Law Enforcement Officer promotes awareness of Municipal by-laws and increases deterrence through their contact with the public. They are responsible for enforcing the Dangerous and Unsightly Premises provisions of the *Municipal Government Act* and Municipal by-laws.

The By-Law Enforcement Officer is also appointed Special Constable for the purpose of issuing summary offence tickets.

The nature of this work involves dealing with foul odors, working alone in isolated areas and working with live and dead animals.

This position reports to the Director of Protective Services.

Responsibilities and Duties

a. Maintain a thorough understanding of: Municipal by-laws, policies and procedures; provincial laws; and applicable guidelines.
b. Respond to complaints, inquiries about by-laws and general questions from the public.
c. Conduct risk assessments to identify hazards and plan appropriate responses.
d. Follow work plans and standard practices to ensure the safety of team members, the public, contractors and Municipal partners.
e. Conduct inspections of various premises to enforce Municipal by-laws and provisions of the *Municipal Government Act*.
f. Enforce other Municipal by-laws such as the Open Air Burning and Livestock at Large By-Laws, as required.
g. Apply by-laws, standards and policies consistently to ensure fairness.
h. Inform individuals of “non-compliant” conditions or activities and document by-law violations.
i. Issue summary offence tickets or remedial orders as necessary.
j. Conduct investigations, collect evidence, and represent the Municipality as a witness in legal proceedings, as required.
k. Share information and evidence with the Municipality’s solicitor.
l. Assist with the enforcement of the Municipality’s animal control by-laws.
m. Serve as the alternate Canine Control Officer, collect stray or injured animals and transport them to the LA Animal Shelter or a local veterinarian, as appropriate.
n. Post necessary signs and notices.
o. Maintain detailed records of complaints, inspections and other activities.
p. Prepare thorough and accurate reports of activities, inspections and complaints.

q. Participate in shared service agreements with other municipalities, as required.
r. Ensure all work is performed according to applicable health and safety requirements and the Department's occupational health and safety program.
s. Ensure that work is performed in a cost-effective manner.
t. Perform other duties as assigned or required.

Qualifications

a. High school diploma or equivalent.
b. A valid Nova Scotia driver's license.
c. Minimum of two years' experience in an enforcement position.
d. Specific training or certificates related to animal control, or ability to obtain within 12 months subject to training availability.
e. Occupational Health and Safety courses in WHMIS, First Aid, Fire Extinguisher use, Fall Protection, Workplace Inspections, Due Diligence for Supervisors, Lockout and Confined Space and Advanced Incident Investigation certification required, or ability to obtain within twelve months.
f. Excellent communication and interpersonal skills
g. Strong problem-solving and decision-making skills.
h. Experience working with Windows operating systems and Microsoft Office programs.
i. Experience working with municipal governments is considered an asset.
j. Knowledge of Municipal By-Laws an asset.
k. The Municipality is willing to train the successful candidate

Salary and Benefits

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
$49,754	$51,646	$53,539	$55,432	$57,325	$59,218

This is a full-time position based at the Municipality's offices in Upper Nappan and requires regular travel within the Municipality.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.