



Employment Opportunity BYLAW ENFORCEMENT OFFICER

Expires: When Filled

The Town of Rosthern and the Twin Rivers District invites applications from qualified persons for the position of a permanent part-time Bylaw Enforcement Officer for the District. This position is a four (4) day a week position with the potential to advance to a Community Services Officer. The Bylaw Enforcement Officer is responsible for enforcing municipal by-laws and providing the public information to ensure the protection of residents, property and employees.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Excellent communication and interpersonal skills to build and maintain positive working relationships with other departments, outside agencies and the public.
- Ability to handle potential conflict situations.
- The physical ability to deal with emergency response situations.
- Ability to work with minimal supervision.
- Ability to react quickly and with good judgement.
- Competency in computer operations and system configurations.
- Ability to deal with multiple priorities, be flexible, and problem-solve under pressure.
- Ability to confidently exercise considerable independent judgement and make sound decisions that reflect well on the Twin Rivers District.
- Ability to act with tact and discretion around sensitive issues or situations and to maintain strict confidentiality as may be required or appropriate.
- A working knowledge of the Provincial court system.
- Knowledge of proper investigative and interviewing techniques.

EDUCATION AND OTHER REQUIREMENTS

- Completion of Grade 12.
- Possession of a valid Class 5 Saskatchewan driver's license with a clean driving abstract.
- A clean Criminal Record as provided through Enhanced Criminal Records Check.
- A current Standard First Aid Certificate

Salary will be dependent upon qualifications and experience.

Candidates for this position are invited to submit applications detailing qualifications, experience, education, and three references to:

Nicole J. Lerat, Administrator
Town of Rosthern
PO Box 416
Rosthern, SK S0K 3R0
Phone: 306 232 4826
Email: nicole.lerat@rosthern.com

We thank all applicants, but only those chosen for an interview will be contacted.
For a more detailed job description visit: www.rosthern.com