

# By-Law Enforcement Officer



This opportunity is simple: we're inviting you to bring your skill and talent to our organization through the role of *By-Law Enforcement Officer!*

We're looking for a dynamic team member ready to contribute to our vision of being a community of communities where all people belong. We're excited about this role and the opportunity it presents for the successful applicants, our organization and our community.

*Statement of Intent: Our goal is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. We encourage applications from Indigenous People, Persons of African Descent, Black/African Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically excluded communities. While we recognize the inherent difficulty of doing so, members of equity seeking communities are encouraged to self-identify in their cover letter or your resume.*

## Primary Responsibilities

- Communicate with alleged By-law offenders and complainants to resolve complaints and promote and ensure compliance with By-laws and the *MGA (Municipal Government Act)* or Regulations.
- Create and maintain accurate and complete files on all complaints received.
- Prepare and serve all Orders as required.
- Issue Summary Offense Tickets when warranted and upon obtaining reasonable and probable grounds.
- Administer By-law 69 (Taxi) including licensing and registration.
- Administer By-law 67 (Open Burning and Smoke Control)
- Prepare Public Prosecution and subsequent Court packages.
- Develop operational plans keeping in mind Officer Safety when enforcing Orders under the *MGA*
- Establish and maintain positive relations with community partners such as RCMP, Senior Safety Coordinator, Family and Children Services, Fire Services, SPCA, and Valley Waste.
- Other duties or tasks as directed by the Manager of Inspection and Enforcement Division.

## Candidate Profile

### *Education and Experience*

- One year certificate / diploma in Law & Security or equivalent education.
- A thorough understanding of By-law enforcement in a municipal environment is considered an asset.
- Experience with *Fire Safety Act* and regulations considered an asset
- Eligible to be a member of the Atlantic By-law Officers Association.
- Eligible for appointment as a Special Constable under the *Nova Scotia Police Act*.

### *Knowledge, Skills, Abilities*

- Strong knowledge of computer applications within a Windows environment with an emphasis on Microsoft Word, Excel, and PowerPoint.
- Strong interpersonal skills combined with demonstrated project/time management, organizational, communication, report-writing, negotiating, problem-solving, and public relations skills.
- Hold a valid driver's license.

# Compensation & Benefits

This is a full-time unionized position that is governed in accordance with the Collective Agreement between the Municipality of the County of Kings and CUPE, Local 2618-01. Compensation includes a competitive salary and a benefits plan - including a pension plan (8% employer & 8% employee match)! Salary will be Level 7 (\$33.46/hr - \$39.91/hr) of the Municipal Pay Band. Hours of work will be Monday to Friday 8:30am to 4:30pm (35 hours per week). Some evening hours may be required.

For a detailed job description please click [here](#).

## Extra Details

The Municipality of the County of Kings is a community of communities, both urban and rural, offering an exceptional lifestyle to residents. With a population of more than 60,000, the Kings Region offers full-service amenities you'd typically find in more urban environments in quaint small towns with vast rural landscapes and amazing vistas.

Learn more about our region, our organization and our commitment to Equity and Diversity [here](#).

## How to apply

Send us your resume and cover letter merged into a single PDF with the position title in the email subject line. Help us understand how your talent and experience will help us achieve our vision, mission and goals. Don't be afraid to be personal! We are excited to get to know you.

Send your complete application package to Cathy Nichols, Human Resources Manager at [workhere@countyofkings.ca](mailto:workhere@countyofkings.ca) by 4:30pm Friday March 21, 2025.

In order to provide an equitable experience for all candidates, the Municipality is happy to offer accommodation, adjustments and changes throughout our recruitment process. Persons who anticipate needing accommodations for any part of the recruitment process may contact, in confidence, [workhere@countyofkings.ca](mailto:workhere@countyofkings.ca).

We thank all applicants for their time and effort in applying however, only applicants selected for an interview will be contacted.

Note: Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer. Checks may include one or all of the following checks: Reference/ Employment Verification, Criminal Background, Vulnerable Sector and Education.



MUNICIPALITY *of the*  
COUNTY *of* KINGS