

Job Vacancy

By-Law Enforcement Officer – Public Safety Services

CUPE Local 3864 Salary Scale Step 8: \$2,889.14 - \$3,611.43 bi-weekly plus Benefit Spending Allowance

Requirements

- Successful completion of a university or college program in a related discipline such as Engineering Technology, Planning, Justice, Police Science, or equivalent.
- Minimum of two years of related experience in Municipal Law Enforcement, Police Enforcement, or Property Standards.
- Three (3) - five (5) years of relevant experience in by-law enforcement or similar duties.
- Knowledge of related legislation not limited to Provincial Offences Procedure Act, Local Governance Act, Community Planning Act and other related Federal and Provincial Legislation.
- Knowledge of enforcement and courtroom procedures for prosecutions.
- Knowledge of municipal by-laws.
- Class 5 driver's license in good standing.
- Ability to obtain a clear criminal record check.
- The ability to communicate in both official languages is considered an asset

Send your resume to

HR@fredericton.ca

before **May 5, 2025, 2025**
at **4:30 p.m. AST**



Job Vacancy

By-Law Enforcement Officer – Public Safety Services

The City of Fredericton is responsible for the enforcement of by-laws within our community. A By-law Enforcement officer is responsible for all aspects of by-law enforcement including the maintenance and accuracy of all associated files. The successful candidate will identify enforcement issues, developing plans to address and resolve these issues, and responds to complaints related to bylaw violations within the City of Fredericton boundaries. The work involves extensive public contact and community liaison requiring exercise of sound judgement, independent action, and considerable tact and diplomacy within the framework of established policies, bylaws and regulations.

What You'll Do:

- Enforce all by-laws of the City of Fredericton including but not limited to: property standards, zoning, noise, taxi licensing, and unsightly premises.
- Investigate complaints of by-law infractions including site visits, witness interviews, consultation with property owners, notification of contravention, as well as follows up on each call to ensure compliance with by-laws.
- Investigate complaints from citizens, City departments, City Council and other government agencies with respect to alleged infractions of the City's by-laws and determine appropriate action to gain compliance through negotiation, ticketing, or referral for further action.
- Promote compliance with municipal by-laws through public education.
- Provide excellent customer service and respond efficiently to telephone inquiries, requests and concerns from the public, other staff and agencies. Assist with providing information to residents on by-laws.
- When required, assists Animal Control Officer with the enforcement of the Animal Control By-law.
- Issue documents including, but not limited to, Notices of Compliance, Warnings, Fines and Orders
- Coordinate the cleanup of unsightly premises.
- Maintain and issues taxi licenses, including license and vehicle inspections as required under the current taxi license by-law.
- Assist legal counsel with preparation of court documents required for prosecution of violations. Attend court for the City to present evidence in court proceedings.
- Provide input on by-law updates, policies and procedures.
- Undertake regular patrols of the City to assess problem areas and situations.
- May be called upon to respond to evening or weekend enforcement calls.
- Liaise with all departments within the City of Fredericton on enforcement matters and participates in inter-agency responses to complex matter.

What You Bring

- Ability to respond quickly and effectively in emergency situations. Communicate clearly with staff and with the public.
- Sound judgement, independent action, and considerable tact and diplomacy.
- Ability to act with fairness, flexibility and to demonstrate cultural awareness and sensitivity.
- Well developed interpersonal and communication skills and a focus on customer service
- Strong organizational and time management skills.
- Utilize and apply technology in a modern environment.
- Foster partnerships and teamwork (internal and external) that lead to continuous problem solving and decision making.
- Quickly and independently make immediate and logical decisions and take appropriate actions in a complex environment.

Perks:

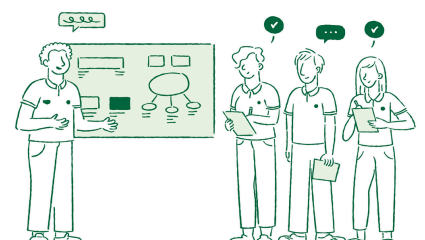
- Bi-weekly benefit spending allowance of \$275.00 - \$282.82.
- Comprehensive benefits package including Health, Dental and Pension plans.
- A chance to make a tangible difference in the lives of residents and in the organization.

How to apply:

Email your resume and cover letter to HR@fredericton.ca on or before
May 5, 2025 at 4:30 p.m. AST.

The City of Fredericton is an equal opportunity employer.

Only those applicants selected for further consideration will be contacted.



Fredericton



**WHERE CAREERS &
COMMUNITY FLOURISH**

