

**JOB TITLE:** BYLAW ENFORCEMENT OFFICER

**REPORTS TO:** Manager - Enforcement Services

**PURPOSE:** The BYLAW ENFORCEMENT OFFICER investigates and enforces bylaws relating to property, community standards and animal control concerns. As a member of the Enforcement Services team, the bylaw enforcement officer contributes to the achievement of the department's operational deliverables.

**DUTIES AND RESPONSIBILITIES:**

1. Investigates and enforces animal control bylaw matters, following best practices and procedures.
  - Conducts investigation including collection of evidence of related complaints received from the public within the County.
  - Deals directly with complainant and violator, resolves issues through mediation, warnings and court action.
  - Liaises with legal counsel and court officials. Prepares court briefs and serve documents as required. Testifies to Crown in bylaw matters.
2. Assists in the response to property and community standards bylaw concerns and investigations.
3. Determines the appropriate course of action for education and/or enforcement of bylaws.
4. Assists other officers, departments and external agencies by means of animal control, document services, inspections and/or evidence collection.
5. Attends and represents Leduc County in court proceedings, as required.
6. Adheres to guidelines as set out in Leduc County's policies and administrative directives.
7. Accountable for working in compliance with the *Alberta Occupational Health and Safety Act*, Regulation and Code and participation in the Health, Safety and Wellness Program.
8. Performs related duties as required.

**QUALIFICATIONS, ABILITIES AND SKILLS:**

Post secondary in a field related to the position is required (i.e., law enforcement, securities, public administration, land use). Equivalency will be considered. Minimum 2 years' related experience interpreting and enforcing municipal bylaws, municipal government act, animal control and general property concerns is required. Preference will be given to candidates with training and/or experience in bylaw related unsightly property investigations, detrimental and unsafe property investigations under the Municipal Government Act, animal control and handling and officer safety.

A service focus with strong interpersonal, problem solving and conflict resolution skills are required in the endeavor to gain compliance through engagement, education and enforcement of bylaws.

The ability to conduct and document investigations and prepare clear, concise reports is required. Strong organizational skills and the ability to speak succinctly and confidently in formal settings (i.e. provincial court proceedings) is required. Proficiency with Microsoft Office suite of tools and other

database (i.e. eticketing and MRF software) and spreadsheet applications is required. Must be able to prioritize tasks and work independently with minimal supervision.

A valid Class 5 Alberta Driver's license and police clearance check is required.

**WORKING CONDITIONS:**

The work setting is usually outdoors and occasionally in inclement weather, with some work in an office environment. Shift work, including evenings and weekends is required.

**PHYSICAL REQUIREMENTS:**

This role requires moderate physical effort, which involves standing, climbing, lifting and pushing/pulling heavy or awkward objects including animals.

**DIRECT REPORTS:**

N/A

**APPROVAL:**

Date	Title	Name	Signature
April 7, 2025	County Manager	Duane Coleman	