



## Village of Carmacks

P.O. Box 113

Carmacks, YT Y0B 1C0

# Employment Opportunity By-Law Officer

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The By-Law Officer, under the direction of the Chief Administrative Officer, is responsible for enforcing municipal by-laws and providing public education and awareness programs and services in order to ensure the protection of residents, property and employees.

**Qualifications:** please submit your resume clearly demonstrating how you meet the following qualifications:

### **Education & Experience:**

- Minimum grade 12 or equivalent
- Bylaw Enforcement and Investigative Skills Level I Certificate, or equivalent is an asset
- Possession of a valid Class 5 Yukon Driver's License.
- Sound knowledge of local government bylaws and associated Territorial and Federal statutes, including the Yukon Municipal Act.
- Completion of the Bylaw Enforcement training program on MACALearn.
- Experience in a municipal or local government setting would be an asset.

### **Specific Skills:**

- Promote public safety in all areas including fire prevention, vehicle safety, ATV and snowmobile safety, firearm safety, bicycle safety, etc.
- Animal Control & Containment education
- Coordinate, promote and/or deliver safety events concerning public safety such as firearm safety training
- Provide safety awareness programs for schools and community organizations
- Respond to Animal Control matters including Dogs at Large;
- Canine Licensing
- Routine Animal Control patrols
- Routine Parks and Open Spaces patrols
- Under the direction of the CAO, patrols all Village parks to ensure compliance with Village bylaws
- Assist with the removal of patrons that are camping or otherwise not complying with the Village bylaws.

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: [info@carmacks.ca](mailto:info@carmacks.ca)



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- Attends public Council meetings and meetings of related committees and prepares reports for meetings of Council and other committees as required.
- Conduct regular patrols and perform day to day enforcement activities
- Enforce speed limits and other vehicle regulations
- Respond to resident complaints and concerns
- Maintain records of bylaw infractions, permits, etc.
- Monitor the By-Law budget
- Prepare written reports for VoC Mayor & Council
- Maintain crowd control as required
- Ability to plan, prioritize and communicate effectively.
- Experience in conflict resolution and problem solving
- Close working capacity with CAO to develop VoC By-law Department

### **Interpersonal Skills:**

- Ability to work effectively as part of a team.
- Ability to provide guidance, advice and direction.
- Excellent oral and written communication skills
- Ability to maintain and communicate the importance of strict confidentiality.

### **Compensation:**

- The salary for this position is commensurate with qualifications & experience.
- This is a full-time permanent position at 37.5 hours per week and required on-call responsibilities
- The wage range for this position is listed as follows: Level 4 Step 1 (\$31.24/HR) to Level 5 Step 5 (\$41.38/HR)

### **Licenses, Certificates and Courses will be considered**

Interested applicants are invited to submit by **4pm, October 18th, 2024** their resume and cover letter electronically to the undersigned marked "Personal & Confidential"

The Village of Carmacks thanks all applicants for their interest, only applicants successfully screened in for interviews will be contacted.

A detailed job description is available upon request.

Send resumes via Email with "By-law Officer Position" in the subject line to: [CAO@carmacks.ca](mailto:CAO@carmacks.ca)

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