



BYLAW ENFORCEMENT OFFICER City of Dauphin

THE OPPORTUNITY

The City of Dauphin has an immediate opening for the position of **Bylaw Enforcement Officer**. Reporting to the Deputy City Manager, this full-time in-scope position is responsible for maintaining and enforcing the City's bylaws. The duties for this position include (but are not limited to):

- Enforcing City of Dauphin bylaws, including patrols and documentation;
- Maintaining, updating, and drafting bylaws as necessary;
- Investigating complaints;
- Ensuring compliance with Parking, Property Standards, and Business Licence Bylaws; and
- Communicating with other government departments or agencies regarding bylaw enforcement.

THE PERSON

The City of Dauphin is looking for a highly motivated individual who can handle all facets of bylaw enforcement for the City of Dauphin with a high level of productivity, diplomacy, and exceptional customer service. The successful candidate will possess:

- Minimum grade 12 education;
- Post-secondary training in bylaw enforcement, or willingness to take applicable training;
- Knowledge of, and experience in, using computer applications such as MS Word and Excel;
- Organizational skills and the ability to prioritize and multitask;
- Ability to deal with difficult situations and confrontations;
- Excellent interpersonal and communication skills, both written and oral;
- A valid driver's license (vehicle provided);
- Previous experience in drafting, interpreting, enforcing/administering bylaws would be an asset; and
- Previous bylaw/law enforcement experience would be an asset.

THE COMPENSATION

The City of Dauphin offers a comprehensive wage and benefits package, as contained in its Collective Agreement with the Canadian Union of Public Employees – Local 857. The wage for this position is \$28.38 to \$31.84 per hour (37.5 hours per week). Benefits include extended medical and dental coverage, out-of-country medical insurance, life insurance, long-term disability insurance, and participation in a very attractive defined-benefit pension plan through the Manitoba Employees Benefits Program (MEBP).

THE APPLICATION

Submit your cover letter, resume, and references, clearly marked "Bylaw Enforcement Officer", IN CONFIDENCE, by April 22, 2024 at 4:00 p.m., to:

Lisa Gaudet, PhD
Deputy City Manager
100 Main Street South
Dauphin, MB R7N 1K3
dcm@dauphin.ca