



By-law Enforcement Officer (4-Year Contract / Full Time)

The South Interlake Planning District (SIPD) is accepting resumes for the position **By-law Enforcement Officer (4-Year Term / Full Time)**. This four-year contract position is established in partnership with the Rural Municipality of Rosser.

The By-law Enforcement Officer is an employee of the SIPD and is responsible for enforcing the SIPD Development Plan By-law and the Secondary Plan By-laws, Zoning By-laws and Building By-laws of its member municipalities (R.M. of Rosser, R.M. of Rockwood, Town of Stonewall and Town of Teulon). In addition, the By-law Enforcement Officer is contracted to the R.M. of Rosser to enforce all municipal regulatory by-laws.

The SIPD and the R.M. of Rosser share the By-law Enforcement Officer's time evenly (50% split) based on a 35-hour work week. The By-law Enforcement Officer reports to the General Manager of the SIPD when providing services for the SIPD, and reports to the Chief Administrative Officer of the R.M. of Rosser when providing services for the R.M. of Rosser.

The position is required to conduct investigations of various enforcement inquiries, review and interpret applicable legislation, conduct detailed site inspections, prepare professional reports, orders and related correspondence related to enforcement files. The By-law Enforcement Officer must possess excellent communication skills to ensure that all public relations are conducted with tact and diplomacy.

A detailed job description for this position is available here: <http://www.sipd.ca/p/employment-opportunities> .

MINIMUM QUALIFICATIONS:

- Must be legally entitled to work in Canada;
- High School Diploma, GED, or equivalent is required;
- Must possess and maintain a valid full stage Manitoba Class 5 driver's license;
- Minimum of two (2) years of demonstrated work experience in municipal by-law enforcement, policing, private investigation, security, or a related field;
- Post-secondary education and/or training in municipal by-law enforcement, policing, private investigation, security, or a related field is considered a strong asset and may be substituted for one (1) year of work experience;
- Ability to interpret provincial legislation, including but not limited to the Municipal Act, the Planning Act, the Municipal By-law Enforcement Act, and the Freedom of Information and Protection of Privacy Act is considered a strong asset;
- Effective investigation, analytical, negotiation and mediation skills are required;
- Familiarity with court procedures, legality of evidence, and the requirements for documenting and presenting evidence;

- Effective customer service, interpersonal, public relations, and problem/complaint resolution skills;
- Excellent oral and written communications skills (ability to speak Punjabi and/or Hindi considered an asset);
- Demonstrated knowledge of computer software applications including proficiency in Windows-based software, including Microsoft Office Suite;
- Must be a proven team player with strong collaboration skills.

WORK LOCATION: This position will operate from the SIPD's office located at Unit 5, 15 Davis Way, R.M. of Rosser (CentrePort) (i.e., north of CentrePort Canada Way (PTH 190) and west of Brookside Boulevard).

HOURS OF WORK: Monday to Friday, 8:30AM to 4:30PM, with one hour for lunch. Occasionally overtime work may be required by the SIPD or the R.M. of Rosser. All authorized overtime work shall be compensated in accordance with the SIPD's Human Resource Policy Manual.

TRANSPORATION: The By-law Enforcement Officer will be assigned a work vehicle, for the duration of the contract period, to conduct by-law enforcement duties.

COMPENSATION: Compensation shall be commensurate with qualifications and experience. This position is eligible for participation in the employee group benefits plan, subject to the offer of employment, and any conditions or requirements of the SIPD's benefits group carrier.

TRAINING: The SIPD and/or the R.M. of Rosser shall provide applicable training and professional development opportunities to the By-law Enforcement Officer during the contract term, as approved.

EXTENSION OF POSITION: Following the four-year contract period, this position will be re-evaluated and may be extended by a subsequent contract or converted to a permanent full-time position, as determined by the South Interlake Planning District Board and the R.M. of Rosser.

If you are interested in applying for this position, please send or email your cover letter, resume, and three references (a minimum of two references must be work-related) to the General Manager of SIPD by **Friday, October 4, 2024, at 12:00PM CST:**

*Eric Shaw, General Manager
South Interlake Planning District
Box 1219, Stonewall, MB, R0C 2Z0
Email address: eric.shaw@sipd.ca*

Please note: *We thank all those for applying, however, only those selected for an interview will be contacted.*