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**BYLAW OFFICER, TOWN OF WILKIE**

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| **Job Opportunity** |

**Position Summary:**

The Bylaw Enforcement Oﬃcer is responsible for enforcing and monitoring bylaw compliance, municipal, approvals, and other regulations through site visits, inspections and research, and providing educational awareness of bylaw compliance through to the public.

**Qualiﬁcations:**

* Completion of Grade 12 High School Diploma.
* Completion of Bylaw training courses considered an asset.
* Minimum 2 years’ experience in the municipal bylaw enforcement or related ﬁeld.
* Knowledge and understanding of related legislation and regulations, and industry best practices, including the *Municipal Government Act*
* Excellent time management and organization skills, along with adaptability in responding to unexpected or changing priorities.
* Eﬀective written and oral communication skills and conﬂict resolution skills.
* Ability to read, understand, and interpret municipal bylaws, including the Zoning Bylaw.
* Ability to handle conﬁdential and sensitive information
* Competency in computer use, including Microsoft Excel.
* Possessing a valid Class 5 SK Driver’s License.
* Must be bondable

**Work Schedule**

* Seasonal employment during the months of approximately April through October. (Approx 30 weeks)
* Hours are 2 days per week, 9-12 & 1-4, flex days
* Benefits including MEPP available

Please submit a resume with a cover letter including expected wage to Rebecca Parent, Administrator no later than Friday, March 7, 2025.

Town of Wilkie PO Box 580, Wilkie, SK S0K 4W0

Attention: Rebecca Parent, Administrator

Email: [wilkie.administrator@sasktel.net](mailto:wilkie.administrator@sasktel.net)

The Town of Wilkie thanks all applicants for their interest; however, only those selected for an interview will be contacted.