



Career Opportunity Bylaw Enforcement Officer – FULL TIME

The Valley Region Solid Waste-Resource Management Authority (Valley Waste-Resource Management), an inter-municipal organization providing solid waste-resource services for the Municipality of the County of Kings and the Towns of Annapolis Royal, Berwick, Kentville, Middleton and Wolfville, is seeking candidates to fill the full time position of **Bylaw Enforcement Officer**.

The Bylaw Enforcement Officer reports to the Communications Manager and will coordinate and oversee all bylaw enforcement activities falling under the umbrella of services offered by the Valley Region Solid Waste-Resource Management Authority. The Bylaw Enforcement Officer will also:

- **Become thoroughly familiar with VWRM Occupational Health and Safety Policies and Safe Work Practices, especially those pertaining to bylaw enforcement activities and overall operations.**
- **Provide Superior Customer Services: Bylaws and Complaints**
 - Responds to complaints of alleged violations of Authority Bylaws, the Environment Act and the Solid Waste-Resource Management Regulations of the Province of Nova Scotia;
 - Using information gathered by other VWRM staff where appropriate, inspects properties, investigates alleged violations, prepares reports, makes recommendations and takes steps necessary to remedy those violations;
 - Maintains accurate orderly files on complaints and cases under investigation;
 - Safely maintains evidence gathered during inspections and investigations in a manner recommended by law enforcement professionals to ensure admissibility in the courts;
 - Lays charges before the courts (long form information) and issues Summary Offence Tickets (SOT) or Authority Bylaw Tickets
 - Writes warning letters, Orders and provides background for the release of invoices for cleanups.
- **Perform Administrative Activities**
 - Prepares disclosure documents for the Authority's Solicitor for court prosecutions;
 - Serves summonses, subpoenas, and other legal documents;
 - Acts as a witness on behalf of Valley Waste-Resource Management in prosecution proceedings;
 - Maintains liaison with the enforcement staff of other related agencies such as local police forces, Nova Scotia Municipalities, and related Provincial and Federal Departments.
- **Perform Education and Community Relations**
 - Among other duties, works with Valley Waste-Resource Management education staff in the development of educational materials to raise public awareness
 - Works with the legal representation, other staff and individuals related to the enforcement of the Authority's Bylaws, the Environment Act and Solid Waste-Resource Management Regulations of Nova Scotia.

The successful incumbent will have:

- Community College diploma or University Bachelor's Degree preferably with an environmental, social or legal focus; or equivalent experience;
- Two (2) years of related experience
- Familiarity with maps and mapping systems and superior time management and organizational skills
- Familiarity with the Microsoft Office Suite of programs
- Ability to deal with the public
- Valid Nova Scotia Driver's License
- Ability to qualify for Special Constable Status and to act as a witness in prosecution proceedings;
- Willingness and ability to work flexible hours.

This is a Full Time position including a comprehensive benefits program. Hours of work vary but typically are Monday-Friday, 8:30am – 4:30pm. Valley Waste-Resource Management offices are located at 90 Donald E. Hiltz Connector Road, Kentville, Nova Scotia. Please submit your written application by **4:30pm, local time, Friday, September 18, 2020**. Please merge your cover letter and resume into one document. **Submissions should outline the applicant's education, past experience, training and other related qualifications that would allow the applicant to successfully perform the duties of the position.**

To Apply:

- Please demonstrate in your application how you meet the above qualifications.
- To apply for this position, please e-mail your application (cover letter/resume) to: info@vwr.com or drop off a copy of your application in person.
- Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer or will result in termination of your employment. Checks may include one or all of the following: references, employment verification, criminal background and education. You may be asked to demonstrate your skills using Microsoft Excel and Word.

The Authority sincerely thanks all applicants but only those selected for an interview will be notified.