TOWN OF VEGREVILLE

EMPLOYMENT OPPORTUNITY

BYLAW ENFORCEMENT OFFICER

POSITION SUMMARY

Under the direction of the Sergeant Community Peace Officer this employee will have a diverse and dynamic set of responsibilities with a commitment to promote safe and secure communities. The employee in this position is responsible for regular patrols of the Town of Vegreville, as well as contracted municipalities, to ensure that the assigned bylaws of the Town are preserved and enforced in a consistent, fair and judicious manner.

This employee is a respected member of an effective working team, dedicated to maintaining and improving our community, and as such serves the public with courtesy and respect.

As an employee this person shall establish and maintain a good working relationship with all departments. Sound judgment and discretion must be used when responding to inquiries regarding classified and confidential information.

DUTIES & RESPONSIBILITIES

- Enforces municipal bylaws within the corporate boundaries of the Town of Vegreville and contracted communities.
- Responds to and investigates complaints relating to Municipal Enforcement.
- Conducts routine patrols, issues notices, violation and/or tags.
- Maintains records of tickets and infractions for follow up and/or prosecution purposes.
- Attends and represents the Town of Vegreville in court proceedings, as required.
- Communicates Town policies, by-laws and government regulations to complainants/general public.
- Animal handling/control when required.
- Wears a standard uniform, insignia and identification of the Municipal Enforcement department, as provided by the Town of Vegreville; Required to wear body armour while on routine patrols.
- Works out of the Fire Services Building and maintains a good working liaison with RCMP members and other agencies for the enforcement of municipal bylaws.
- Actively participates in the Town of Vegreville Safety Program.
- Assumes other duties as assigned.

QUALIFICATIONS

- Post secondary in a field related to the position (ex. Law enforcement, securities, public administration, land use).
- Minimum of two years related experience interpreting and enforcing municipal bylaws, Municipal Government Act, animal control, and general property concerns.
- Must have a valid Class 5 Alberta Operator's Licence and a clear Drivers Abstract.
- Successful enhanced personal security clearance through RCMP

- Must possess good interpersonal skills with the ability to remain professional and calm in stressful situations.
- The ability to conduct and document investigations and prepare clear, concise reports.
- Proficiency with Microsoft Office suite of tools and other databases (i.e. eticketing and MRF software).

COMPENSATION

- Wage range from $27.07 - $33.52.

Application deadline is Wednesday, November 18, 2026. To apply, email your resume and cover letter to employment@vegreville.com.
Thank you to all that apply. Only those selected for an interview will be contacted.