

Internal/External Competition # 1014.25

Job Vacancy Assistant Manager – By-law Enforcement

Management Salary Scale Step 11 : \$3,408.63 - \$4,260.78 bi-weekly

Requirements

- Bachelors degree in a relevant field such as Business Management, Public Safety, Public Administration, or Criminology
- Three (3) years of professional experience at the supervisory or junior management level
- Specialized training in municipal law and regulation, law enforcement, and/or community safety
- A suitable combination of formal education and experience may be considered
- Candidates must pass a security clearance process
- Excellent communication, interpersonal and conflict resolution skills
- Strong leadership skills, ability to act impartially with tact and diplomacy in sensitive situations

Send your resume to

hr@fredericton.ca

before March 14, 2025 at
4:30 p.m. AST



Job Vacancy

Assistant Manager – By-law Enforcement

Are you ready to make a difference in your community? Join the City of Fredericton as the Assistant Manager of By-law Enforcement. Lead a dynamic team dedicated to ensuring a safe, clean, and well-organized environment for everyone. Reporting to the Manager of Dispatch Services and By-law Enforcement, your expertise will ensure compliance with local regulations and by-laws, contributing to a safe, clean, and well-organized community. The team will focus on providing generalized by-law enforcement, including property by-law enforcement, animal control, and the community safety services unit. The successful candidate must exercise a high level of professionalism, considerable tact, judgement and initiative.

What You'll Do:

- Lead and supervise a team consisting of by-law enforcement officers and administrative support personnel.
- Offer guidance, mentorship, and clear direction to ensure exceptional performance and a collaborative work environment.
- Ensure adherence to community regulations and standards.
- Exercise primary managerial oversight for escalated complaints and public concerns, handle matters in a professional and tactful manner.
- Ensure compliance with municipal by-laws and regulations through proactive enforcement measures, public education campaigns, and engagement.
- Collaborate with the division manager to effectively address intricate issues or matters affecting the entire community.
- Create and present reports to City Council and Committees in collaboration with the division manager, showcase insights and offer recommendations.
- Contribute valuable input on changes in policies, revisions to by-laws, and administrative affairs related to by-law enforcement.
- Draw upon your comprehensive understanding of relevant legislation, regulations, City by-laws, policies, and procedures to guide staff in making informed decisions and taking appropriate enforcement actions.
- Develop annual business plan and budget for By-law Enforcement Division
- Develop annual/seasonal proactive enforcement initiatives, as necessary, including needs assessment, and securing the necessary resources.
- Other duties as assigned.

What You'll Bring:

- Strong leadership skills, ability to act impartially with tact and diplomacy in sensitive situations.
- Excellent communication, interpersonal and conflict resolution skills.
- Embracing change and fostering a culture of innovation and initiative within the team.
- Adapting positively to evolving circumstances and identifying opportunities for ongoing improvement.
- Demonstrated computer proficiency in Microsoft Suite.
- Ability to make prompt and effective decisions.
- Ability to communicate effectively both verbally and written to clearly convey messaging.
- Establish and maintain effective working relationships with staff, other departments and outside agencies.
- Ability to remain objective and demonstrate good independent decision-making skills in challenging scenarios.
- Identification of issues or problems and develop strategies, ideas and opportunities for resolving them.

Perks:

- Bi-weekly benefit spending allowance between \$275.00 - \$322.89.
- Health, Dental and Pension plans.
- An opportunity to lead and contribute to the safety and well-being of the community.

Ready to to be part of something exciting? **Apply today!**

How to apply:

Email your resume and cover letter to hr@fredericton.ca on or before March 14, 2025 at 4:30 p.m.

AST.

The City of Fredericton is an equal opportunity employer.

Only those applicants selected for further consideration will be contacted.

Fredericton



**WHERE CAREERS AND
COMMUNITY FLOURISH**

