



Town of Saint Andrews

Competition #2017- 08

The Town of Saint Andrews is currently seeking a full-time **By-Law Enforcement Officer / Wharfinger**.

The ideal candidate will possess exceptional communication and organizational skills, ideally with a minimum of three years' experience with bylaw enforcement, policing, or other regulatory compliance activities. Candidates must enjoy working with people, while at the same time, effectively enforcing policies and mediating disputes.

Reporting to the CAO, the By-Law Enforcement Officer / Wharfinger responds to and investigates public inquiries/complaints concerning bylaw infractions and takes appropriate action to enforce the by-laws including, but not limited to, public nuisance, traffic and parking, zoning, buildings, business licensing, signage, environmental protection and other regulatory bylaws.

As the Town Wharfinger, this person will also manage the operations of the Town Wharf. This includes oversight of junior staff to co-ordinate the safe movement of vessels, pedestrians, and vehicles, and assigning appropriate berths at Town-owned piers, slips, and moorings, while ensuring an optimal level of customer service.

Maintaining professional relationships with wharf users, collection of fees, resolving logistical issues, and preparation of reports on wharf operations will also be required. The position may also require the performance of light maintenance or overseeing the work of contractors.

The successful candidate must possess and maintain a valid NB driver's license and a clear driver's abstract as well as have their own vehicle, and must possess, or be willing to obtain, a valid Small Craft Operators Certificate & Small Vessel Operator Proficiency. Flexible work hours will be required, including weekends and holidays.

Interested candidates may apply by sending a resume, along with three work references, quoting competition #2017-08 to:

Angela McLean
Chief Administrative Officer
Town of Saint Andrews
212 Water St.,
Saint Andrews, NB
E5B 1B4
town@townofstandrews.ca

Application deadline: May 5, 2017.