



## Town of Woodstock - Anticipatory Job Posting

Full time, Permanent Position

Work Location: Town Hall, Town of Woodstock Municipality

Position Title: Community Standards Officer

Reporting Manager: John Pinsent, Chief Administrative Officer

Rate of Pay: TBD

### Position Summary

The primary role:

- Enforcement of municipal by-laws relating to property and animal control
- Exercise judgement and initiative in resolving violations and complaints
- Administrative, inspection, and regulatory work related to enforcement
- Process and serve documents as well as carry out inspections and gather evidence to enforce regulatory enactments
- Respond to animal control related calls

This position should be of interest to both women and men who have a strong desire to serve their community, possess a strong work ethic, leadership, organizational and communication skills, able to provide a high level of customer service and work flexible hours.

### Qualifications

Previous experience working within municipal government is an asset.

- High School Diploma
- Class 5 Drivers License
- 3-5 years of related work experience
- Knowledge and skills in computer software programs
- Clean driver abstract
- Clean criminal record check & Vulnerable sector check

### Hours of Work

Due to the nature of the position, a flexible work schedule will be required that will involve evenings, weekends and holidays.

The Town of Woodstock is an equal opportunity employer and provides a wide range of employee benefits.

Closing Date: October 27<sup>th</sup> 2018

Please submit a cover letter (1,000 words maximum) and resume to:  
John.pinsent@town.woodstock.nb.ca or drop off to Woodstock Town Hall  
An interview will be conducted, as well as written tests.