



**Municipality of the County of Pictou**  
***Department of Emergency Management &  
Public Safety***

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**Job Posting: Bylaw Enforcement Officer**

The Municipality of the County of Pictou is currently seeking a professional, motivated, and community-focused Bylaw Enforcement Officer to join our Department of Emergency Management & Public Safety. This position plays a key role in maintaining public safety, ensuring compliance with municipal bylaws, and supporting quality of life across the Municipality.

**Position Overview:**

Reporting to the Director of Emergency Management & Public Safety, the Bylaw Enforcement Officer is responsible for the enforcement of municipal bylaws and applicable provincial regulations. The successful candidate will work closely with residents, municipal staff, and external partners to investigate complaints, conduct inspections, and promote voluntary compliance.

**Key Responsibilities:**

- Investigate and respond to bylaw complaints, including animal control, unsightly premises, and other municipal regulations.
- Conduct property inspections and document violations; issue warnings, notices, and summary offence tickets as required.
- Capture, transport, and coordinate care of animals in accordance with municipal bylaws and procedures.
- Maintain accurate records, case files, and reports using municipal tracking systems.
- Provide education to the public regarding bylaws, compliance requirements, and responsible ownership.
- Liaise with internal departments, law enforcement, SPCA, and other agencies as required.
- Prepare documentation and provide testimony for court proceedings when necessary.
- Maintain communication with departmental staff while working independently in the field.

**Qualifications:**

- Post-secondary education in Law Enforcement, Justice Studies, or a related field, or equivalent experience.
- Previous experience in bylaw enforcement, compliance, or a regulatory environment is considered an asset.
- Strong conflict resolution and interpersonal skills with the ability to deal effectively with the public in sensitive situations.
- Excellent organizational and documentation skills with attention to detail.
- Ability to interpret and apply legislation, bylaws, and policies.
- Proficiency with Microsoft Office Suite and case management systems.
- Valid Nova Scotia Class 5 driver's license with a clean driving record.
- Ability to work independently with minimal supervision.

**Working Conditions:**

- This position involves a combination of office and field work.
- Exposure to potentially confrontational situations, animals, and varying weather conditions.
- Flexibility in working hours may be required, including evenings and weekends.

**Salary Range:**

- **\$65,149.16 - \$69,368.88**

**How to Apply:**

Interested candidates are invited to submit a resume and cover letter outlining their qualifications and experience to:

Evan Hale  
Director  
Department of Emergency Management & Public Safety  
[Evan.hale@munpict.ca](mailto:Evan.hale@munpict.ca)

In person or by mail:

46 Municipal Drive, PO Box 910  
Pictou, Nova Scotia  
B0K 1H0  
C/O Evan Hale

**Closing Date: Tuesday, June 2<sup>nd</sup>, 2026 @4PM**

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The Municipality of the County of Pictou is committed to equity and diversity in the workplace and encourages applications from all qualified candidates. We thank all applicants for their interest; however, only those selected for an interview will be contacted.