

BY-LAW ENFORCEMENT OFFICER /ELECTRIC UTILITY METER READER

Town of Lunenburg

Located on Nova Scotia's beautiful South Shore, the Town of Lunenburg is a diverse and vibrant community of +2,300 year – round residents and many seasonal residents. Lunenburg is a coastal town offering a multitude of cultural and recreational opportunities, which supports a quality of lifestyle and is within a short driving distance of Halifax, capital city of the province.

This position will be required to perform the overall enforcement of the Town By-Laws, the sections of the Motor Vehicle Act which pertain to the parking regulations and part XV with regards to Dangerous or Unsightly Property of the Municipal Government Act. You will be responsible for providing public education and awareness programs and services to ensure protection of residents, property, and employees. The By-Law Enforcement Officer/Electric Utility Meter Reader will find the environment to be busy and noisy requiring excellent organizational, communication, time, and stress management skills to complete required tasks.

YOUR ROLE:

- Enforce all Town By-Laws as required
- Conduct site visits and site inspections as required
- Read Electric Utility meters in various areas of the Lunenburg Electric service territory
- Obtain meter check readings and meter reads associated with customer service orders as required

KNOWLEDGE:

- An understanding of regulatory by-laws, legislation, policies & procedures, and rules
- Knowledge of training techniques
- Knowledge of public education and awareness programs concerning by-laws
- Knowledge of rules and regulations as it pertains to Electric Utility (Training provided)

PHYSICAL DEMANDS

- Geography of town and areas covered is physically demanding (flat and hills)
- Stairs
- Repetitive movements, bending, squatting, sitting, standing, stretching
- Lifting – 20kg (boxes, paper, signage etc.)

SKILLS:

- Analytical and organized
- Negotiation and problem-solving skills
- Decision making skills
- Effective listening and communication skills
- Effective written skills and report writing
- Ability to deal effectively with people in demanding situations
- Respectful, flexible, fair

- Cultural sensitivity and patience
- Demonstrate sound work ethic and maintain standard of conduct
- Complete work assignments in a timely and efficient manner
- Consistently represent yourself and Town in a professional manner
- Work with minimum supervision
- Communicate in a professional and approachable manner
- Customer service knowledge and delivery – Electric Utility
- Time Management and Stress Management skills
- Attention to Safety and Work Safe principles & practices

WHAT YOU POSSESS:

- Community College Law Program / Security Program with related experience
- Experience in related law enforcement courses: ticket writing, risk assessment, diffusing volatile situation etc. an asset
- Grade 12 Education or GED equivalency and Certificate/Diploma in related field
- Minimum three years related Municipal or Governmental experience an asset
- RCMP Vulnerable Sector Check
- First Aid-CPR C+AED an asset
- WHMIS an asset
- Valid Class 5 Nova Scotia Driver's License with Clean Abstract
- Additional languages to English, spoken and written an asset

WE OFFER:

A competitive Salary \$61,603. - \$73,924. The Town of Lunenburg offers a comprehensive benefits package including defined contribution Pension Plan.

CLOSING DATE: WEDNESDAY, APRIL 15, 2026

Candidates are invited to submit their cover letter and resume in confidence to:

Email: hr@townofLunenburg.ca

With “BY-LAW OFFICER/ELECTRIC UTILITY METER READER” in the subject line.

We thank all candidates for your interest. Only those selected for an interview will be contacted.

All Candidates must be legally eligible to work in Canada.

The Town of Lunenburg is committed to the fundamental principles of Equal Employment Opportunity and in accordance with the Nova Scotia Human Rights and Accessibility Act.