



Athabasca County, known for its natural beauty and abundant outdoor activities, is located in the geographic center of Alberta. Surrounded by rolling forests and the winding Athabasca River, the region offers year-round recreation such as hiking, fishing, boating, camping, snowmobiling, and cross-country skiing.

Major highways—2, 55, 63, and 813—connect Athabasca County to Edmonton, Fort McMurray, Slave Lake, and the Wabasca-Demarais area, making it easily accessible for visitors and businesses alike. The County is home to a population of just over 11,000, including the historic Town of Athabasca, the Village of Boyle, eight summer villages, and 11 hamlets, all within its boundaries.

Residents enjoy a strong sense of community, excellent schools, and a variety of local events and festivals celebrating the region's rich cultural heritage and vibrant rural lifestyle.

SEASONAL BYLAW OFFICER

Under direct supervision, the Seasonal Bylaw Enforcement Officer will work closely with residents, businesses, and visitors to ensure local bylaws are followed, contributing to the overall well-being of the community. With a strong focus on compliance through education, the Seasonal Officer will support the enforcement team through the completion of rural patrols, site inspections and other field activities as directed.

The ideal candidate will have a strong attention to detail, capability to deal with difficult situations, the ability to follow instructions, and a strong commitment to safety and teamwork.

Key Responsibilities:

- Work alongside the Community Peace Officer Level 1 conducting patrols, investigations, and public education activities.
- Enforce Athabasca County Bylaws, using a public education perspective of enforcement.
- Investigate Municipal Bylaw complaints, and submit reports, files, letters, and legal documents under the guidance of the Community Peace Officer 1.
- Perform low-risk enforcement, including notices, municipal violation tickets, and public awareness, in addition to making frequent contact with the public.
- Collect information (documents, photographs, and statements) and enter it into enforcement records management system (MRF).
- Follow instructions and collaborate with team members to complete tasks efficiently.
- Adhere to all safety regulations and work procedures.
- Work outdoors in varying weather conditions.
- Maintain courteous relations with the public and staff at all times.
- Perform any other duties as required.

Key Qualifications & Skills:

- Minimum of 18 years of age.
- Previous experience using Microsoft Office 365 suite of programs.
- Ability to lift up to 50 lbs and perform work outdoors in all weather conditions.
- Strong attention to detail and record keeping skills.

SEASONAL BYLAW OFFICER

- Post secondary in Criminal Justice or related Law Enforcement studies would be an asset.
- Previous experience in law enforcement would be an asset.
- Current First Aid and CPR Certifications.
- Valid Class 5 Alberta Driver's License.
- Satisfactory Criminal Record Check.

The hourly salary range for this position is \$22.95 – \$26.57.

Interested candidates are invited to submit their resume to:

Human Resources

3602 - 48 Avenue, Athabasca, AB T9S 1M8

hr@athabascacounty.com

RE: Seasonal/Summer Bylaw Officer

This posting will remain open until **February 6, 2026**, or until a suitable candidate is found. We thank all applicants for their interest; however, only those selected for an interview will be contacted.