

## COMPETITION #2018-U11

**BYLAW ENFORCEMENT OFFICER****Regular, Full-Time Union Position**

Salary: \$36.58 - \$39.78/hr

**1. FUNCTION**

Under the general direction of the Director, this position is responsible for enforcing various municipal bylaws, which includes: investigating bylaw complaints and infractions; gathering evidence and preparing reports on violations; attending and presenting evidence in Court; interpreting and explaining applicable bylaws statutes and regulations; and assisting with bylaw preparation and amendments. The incumbent must have strong public relations and dispute resolution skills. The incumbent must be able to work efficiently with minimum supervision and is required to have sound knowledge of regulatory bylaws and related legislation.

**2. TYPICAL DUTIES**

- a) Responds to enquiries from businesses, the public and other departments regarding various municipal bylaws and interprets and explains applicable bylaws, statutes and regulations.
- b) As a result of written complaints, investigates bylaw infractions and conducts on-site inspections of businesses and private properties to verify compliance with applicable bylaws or regulations and notifies representatives and owners of non-compliance; resolves complaints through voluntary compliance if possible or recommends corrective actions; writes and serves Municipal Ticket Information (MTI).
- c) Gathers evidence, prepares reports on violations and attends the Courts when enforcement requires evidence to be given to support the request for a Court Order or a charge is laid for an infraction.
- d) Administers the Municipal Ticketing program to ensure the efficient operation of the ticket system and serving of summons and to determine whether to pursue cases to prosecution.
- e) Conducts regular patrols and assists in the day to day administration of Bylaw Enforcement activities.
- f) Prepares reports to Council (for review by the Director) and makes recommendations for appropriate course of action related to bylaw enforcement issues.
- g) Prepares variety of routine and non-routine correspondence.
- h) Liaises with RCMP, Fire Department, Commissionaire and other Town staff members on bylaw enforcement issues.
- i) Assists and makes recommendations for bylaw amendments and drafting of new bylaws.
- j) Maintains and controls a variety of records, files and documents of bylaw infractions and bring forward system to ensure appropriate actions and resolutions.

- k) Maintains a logbook of daily activities and helps prepare monthly and annual statistics of Bylaw Section activities.
- l) Performs other related duties and responsibilities as assigned by the Director.

### **3. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- a) Ability to interpret bylaws and provincial statutes, collect and analyze appropriate information and present conclusions.
- b) Sound knowledge of *Local Government Act*, *Community Charter*, bylaws and related legislation.
- c) Sound knowledge of court procedures and legal terminology.
- d) Ability to investigate and enforce bylaws with tact, impartiality, firmness and sound judgement in a timely manner.
- e) Strong verbal communication, negotiating and dispute resolution skills.
- f) Strong written communication skills, particularly for preparation of correspondence and formal report writing.
- g) Ability to maintain a co-operative working relationship with Town staff, Council and the public.
- h) Computer skills in operating a networked PC and various programs including word processing (MS WORD), spreadsheet (Excel), data base, mapping, e-mail and schedule programs.

### **4. TRAINING AND EXPERIENCE**

- a) Completion of Grade 12, supplemented by post secondary education in criminology and bylaw enforcement courses or an equivalent combination of training and experience.
- b) Completion of BC Justice Institute Bylaw Enforcement and Investigation Program Level I.
- c) Minimum 3 years experience in bylaw enforcement, preferably municipal, or other related experience.
- d) Have or be able to obtain a current valid B.C. Driver's License.

**SUBMIT TO: Administration Department**

**CLOSING DATE: 4:00 pm, Friday, December 21, 2018**