

BYLAW ENFORCEMENT OFFICER

The City of Campbell River is looking for a skilled and motivated individual to work as part of their bylaw enforcement team. Reporting to the Director of Planning, the Bylaw Enforcement Officer performs administrative, inspectional and regulatory work related to the enforcement of specific bylaws.

To complement your three (3) years of bylaw enforcement, policing and/or other regulatory enforcement experience, you will also have:

- Level I and II Bylaw Officer Training Course from the Justice Institute of BC or equivalent training from a recognized training institute;
- Grade 12 or equivalent;
- qualification to be a sworn Peace Officer;
- conflict resolution training;
- customer service training; and
- valid BC driver's license (must provide and maintain a clear drivers abstract).

The current hourly rate of pay for this CUPE bargaining unit position is \$32.57, working a 35-hour work week.

Please see the attached for a detailed job description that lists all the necessary qualifications for this position.

Campbell River is located on the east coast of Vancouver Island 1½ hours drive north of the Nanaimo ferry terminal. It is the third largest city on the Island with a population of 32,000 and serves as the urban service centre for approximately 60,000 people living in the region. Compared to the lower mainland and Victoria, Campbell River has very affordable housing prices.

Residents of Campbell River enjoy a moderate climate, spectacular scenery and a variety of year-round outdoor recreation opportunities including: ocean kayaking and cruising opportunities in spectacular Desolation Sound; world class hiking and mountaineering in nearby Strathcona Park; downhill & cross-country skiing at Mt. Washington; canoeing and camping along countless pristine lakes and rivers; excellent local and regional single track mountain bike trails; and some of the finest sport fishing opportunities in North America.

Please send your resume, covering letter, AND valid certificates as listed above, quoting **EXT-18-36** to:



Human Resources Department
City of Campbell River
301 St. Ann's Road
Campbell River BC V9W 4C7
Email: careers@campbellriver.ca
Fax: (250) 286-5760

This posting closes at 4:30 p.m. on Friday, May 18, 2018.

We thank all applicants for their interest; however, only those short-listed for interviews will be contacted.



Job Description

BYLAW ENFORCEMENT OFFICER

Approval Date: April 2018

Department: Community Development (Bylaw)

IAFF

CUPE

Management

Title of Excluded Supervisor: Director of Planning

General Accountability:

Purpose and Scope

Reporting to the Director of Planning and working as part of the bylaw enforcement team, the Bylaw Enforcement Officer performs administrative, inspectional and regulatory work related to enforcement of specific bylaws. The incumbent coordinates investigations and assists other departments with their bylaw enforcement issues. The work involves considerable public relations contact and requires the exercise of independent judgment, action, tact and diplomacy within policy, regulation and bylaw limits. The work is reviewed by the Director of Planning for effectiveness of the City's enforcement operations.

Nature and Scope of Work

- Responds to public inquiries/complaints concerning bylaw infractions and violations. Investigates and processes these inquiries/complaints in a professional manner and takes appropriate action as required in accordance with the City's established policies and procedures and provincial legislation.
- Investigates, conducts site inspections, enforces and gains compliance with the City's various regulatory bylaws including but not limited to: Public Nuisance, Traffic and Highway Regulation, Zoning, Building, Business Licensing, Sign, Environmental Protection and other regulatory bylaws.
- Coordinates all matters arising from the issuance of Municipal Ticket Informations including summons services and the recovery of outstanding fines through the court system.
- Interprets bylaws and regulations for the general public and staff. Assists other departments with the enforcement of regulations and bylaws as directed by supervisor.
- Provides assistance to and maintains liaison with a variety of internal and external contacts in their enforcement of regulations and bylaws as required.
- Coordinates the collection and recording of evidence for legal action; prepares documentation for legal proceedings; develops case management strategies and appears in court as a witness as required.
- Recommends regulatory bylaw amendments.
- Provides recommendations to reduce crime and disorder utilizing the Crime Prevention Through Environmental Design (CPTED) principles.
- Performs related work as assigned by immediate supervisor.

Necessary Qualifications

Knowledge:

- Thorough knowledge of relevant bylaws, regulations, procedures and practices.
- Thorough knowledge of safe work practices including working knowledge of occupational health and safety regulations.
- Thorough knowledge of court procedures and rules of evidence.
- Working knowledge of general office practices and procedures.
- Working knowledge of provincial statutes, regulations.
- Working knowledge of Microsoft Office software applications.

- Working knowledge of Crime Prevention Through Environmental Design (CPTED) principles.
- Basic knowledge of I-Map or other GIS mapping systems.

Skills:

- Exceptional customer service and conflict resolution skills.
- High level of organization and prioritization skills.
- Effective written and oral communication skills.

Abilities:

- Ability to investigate complaints and enforce bylaws and regulations with tact, diplomacy, impartiality and firmness.
- Ability to effectively respond to hostile individuals.
- Ability to explain and interpret bylaws and regulations.
- Ability to prepare and present evidence in court.
- Ability to work independent of direct supervision.
- General computer literacy.
- Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.

Education:

- Grade 12 or equivalent.

Training:

- Level I & II Bylaw Officer Training Course from the Justice Institute of BC or equivalent training from a recognized training institute.
- Must possess and maintain a valid BC driver's license and provide and maintain a clear driver's abstract, as per City policy.
- Must qualify to be sworn as a Peace Officer.
- Conflict resolution training.
- Customer service training (eg. WorldHost Fundamentals).

Experience:

- Minimum of three (3) years of bylaw enforcement, policing and/or other regulatory enforcement experience.

Unusual Working Conditions

- May be required to spend several hours on foot conducting enforcement patrols.
- May be required to work evenings and Saturdays as outlined in the Collective Agreement.

Signature of Incumbent: _____

Date: _____

Signature of Supervisor: _____

Date: _____