

EMPLOYMENT OPPORTUNITY

Bylaw Enforcement Officer

POSTING No: #2019-09

POSTING DATE: MARCH 8, 2019

POSTING EXPIRY DATE: MARCH 29, 2019

Strathcona Regional District is seeking applications from candidates for a part-time (21 hours a week) bylaw enforcement officer position at the corporate office. The bylaw enforcement officer is responsible for 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 undertaking or assisting with bylaw preparation and amendments. The officer must have strong public relations and dispute resolution skills. The officer must be able to work efficiently with minimum supervision and is required to have sound knowledge of regulatory bylaws and related legislation.

REQUIRED EDUCATION & EXPERIENCE (or equivalent combination)

- Completion of Grade 12;
- Bylaw Compliance and Enforcement and Investigative Skills Level 1 and 2 Certificate;
- A minimum of three years of progressively responsible experience in investigations, bylaw inspection and enforcement work; or an equivalent combination of training and experience.

We offer a competitive salary commensurate with qualifications and experience. Qualified candidates are invited to submit a cover letter, resume and copies of certifications quoting posting **#2019-09 Bylaw Enforcement Officer** to hr@srd.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Strathcona
REGIONAL DISTRICT



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Bylaw Enforcement Officer

JOB SUMMARY

Reporting to the manager parks and planning, the bylaw enforcement officer is responsible for 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 undertaking or assisting with bylaw preparation and amendments. The officer must have strong public relations and dispute resolution skills. The officer must be able to work efficiently with minimum supervision and is required to have sound knowledge of regulatory bylaws and related legislation.

MAJOR DUTIES AND RESPONSIBILITIES

- Keep up to date with changes to regulations and best practices. Apply this knowledge to the continuous improvement of regulatory documents, compliance strategies and enforcement strategies;
- Strengthen the regulatory documents that support bylaw enforcement through developing a long-term plan to continuously and systematically review existing bylaws subject to enforcement, such as, land use bylaws, parks rules and regulations bylaws, and bylaws that regulate the use of wharves;
- Identify the contents that need to be purged from existing regulatory documents and applied in the creation of new documents;
- Identify gaps in the existing regulatory system, by listing new bylaws and policies that need to be created to support the bylaw enforcement function;
- Present research and findings to the board to seek direction on how to proceed;
- Upon receiving board direction, prepare a staff report with new or amended policies and bylaws attached and present it to the board for consideration;
- In an effective, impartial and efficient manner manage the day-to-day phone calls, front desk enquiries and site visits generated through public complaints on a variety of concerns;
- Conduct inspections and field investigations related to bylaw enforcement cases, such as, illegal use of structures or land, or occupancies of buildings; violation of zoning bylaws and infractions;
- As a result of written complaints received investigate bylaw infractions, conduct site inspections of private properties to verify compliance with applicable bylaws or regulations; explain and interpret bylaws and regulations to the public; notify representatives and owners on non-compliance; resolve complaints through voluntary compliance if possible or recommend corrective actions; write and serve Municipal Ticket Information (MTI);
- Administer 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 in court;
- Gather evidence for files (correspondence, records, plans, drawings, photos, etc.); maintain digital or hard copies; log information in the land use software program; and prepare and present a variety of memos and/or reports with recommendations to files and/or for discussion with the manager parks and planning;
- Liaise with RCMP and other internal and external representatives on local government bylaw issues and services;
- Represent the regional district in complex situations and court proceedings;
- Undertake additional assignments and duties as requested.



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KNOWLEDGE, SKILLS AND ABILITIES

- Leadership experience, training in conflict resolution and animal control; and familiarity with land use software programs are preferred;
- Knowledge and aptitude for the development and enforcement of local government bylaws and an understanding of land use, development, and planning processes;
- Ability to comprehend and effectively communicate written and verbal bylaw enforcement concepts;
- Ability to handle complaints;
- Sound public relations and dispute resolution skills using considerable independent judgement, tact, courtesy and patience;
- Ability to work independently;
- Ability to represent the regional district and communicate effectively with the RCMP, government agencies, the public, and represent the regional district's best interests in matters that may appear before the courts;
- Sound knowledge of court procedures and knowledgeable in the adjudication system presenting and providing evidence;
- Ability to keep detailed and accurate electronic and manual records; and
- Intermediate level of competency with Microsoft Office's Outlook, Word and Excel.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- Have or be able to obtain a current valid B.C. Class 5 Driver's License;
- Satisfactory criminal record check; and

SIGNATURE

I have read and understand this job description:

Employee's Name

Employee's Signature

Date