

EMPLOYMENT OPPORTUNITY

Bylaw Enforcement Officer

Casual /External

Building & Bylaw Services

Competition No.: 2023-006



www.rdn.bc.ca

SKILLS/EDUCATION

- High School Diploma, with a Level One Bylaw Enforcement and Investigating Skills Course
- 3-5 years prior job related experience in enforcement work
- Valid class 5 BC Drivers License

APPLICATION DETAILS

Please quote competition 2023-006 and submit a cover letter and resume clearly outlining your education, experience and qualifications as they relate to this position and [CLICK HERE](#) to apply.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

A Criminal Record Check is required as a condition of employment with the Regional District of Nanaimo.

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a Casual Bylaw Enforcement Officer working with Building and Bylaw Services, in the Planning and Development Department.

The successful candidate will be responsible for responding to public inquiries about possible bylaw violations, performing field/site inspections with respect to unsightly premises, nuisance property, land use and zoning infractions, , and other regulatory enforcement duties. Duties also include issuing tickets, preparing reports and other related duties. A valid Class 5 BC Drivers License is also required.

QUALIFICATIONS

A High School Diploma supplemented with a Level One Bylaw Enforcement and Investigating Skills Course, plus 3 - 5 years prior job related experience in a local government setting with a minimum 2 years' experience in enforcement work, or an equivalent combination of training and experience is required. The incumbent must possess strong interpersonal and oral communication skills; have well developed computer and report writing skills; experience in writing tickets, recording and presenting evidence; an ability to interpret maps and legal descriptions and have a sound knowledge of local government bylaws and associated Provincial and Federal statues, including the Local Government Act and Community Charter. Level Two Bylaw Enforcement & Investigations Skills Course(s) and Emergency Management Training would be considered an asset.

POSITION DETAILS

This is a casual Union Position, with some weekend work required. The (2023) rate of pay is \$37.42 to \$39.39 per hour plus 9% in lieu of benefits including vacation and statutory holidays.

Bylaw Enforcement Officer

Strategic & Community Development

JOB DESCRIPTION

The Bylaw Enforcement Officer contributes to the effective operation of the Strategic and Community Development Department, primarily through the identifying, investigating, mediating and resolving of bylaw violations and through the providing of enforcement services to all departments within the organization. This position supports the Strategic and Community Development Department team by assisting team members in their duties, as required, to meet service expectations, departmental goals and objectives.

PRIMARY DUTIES AND RESPONSIBILITIES

- Responds to public inquiries and investigates complaints of possible bylaw violations, issues tickets under MTI Bylaw authority when appropriate, and provides advice regarding the interpretation of District regulatory bylaws as required.
- Performs field/site inspections for various departments regarding issues such as unsightly premises, nuisance property, land use and zoning infractions, billing inquiries, sprinkling/ burning regulations and illegal dumping violations and house numbering.
- Oversees the implementation and ongoing maintenance of the Municipal Ticket Information System, including providing direction to other departments regarding the use of tickets and overseeing the registering & tracking of disputes.
- Liaises with outside agencies; responds to requests for assistance from other agencies in the investigation of enforcement issues.
- Prepares written reports for Board and Committee meetings; prepares written reports for prosecution, collects and maintains evidence and attends court hearings as required.
- Attends public meetings and works varied hours as required.
- Assists in the administration and review of the District's animal control contracts.
- Selects contractors for property clean ups and nuisance property remedial work; supervises contractors during actual clean up on site and during building demolitions and fencing of wells as required.
- Produces and files monthly statistical reports for Electoral Area Directors and department heads; prepares annual statistical reports for senior staff and the Board.
- Assists in the development of policies and procedures and the development of the annual budget related to Bylaw Enforcement, and makes recommendations regarding the amendment of current bylaws or development of new regulatory bylaws/functions to enhance enforcement services.
- Maintains electronic filing system including written and photographic documentation from investigations, drafts correspondence to the public and other government agencies, and hand delivers notices of public hearings & ensures posting of rezoning signs.
- Provides basic maintenance and cleanliness of work vehicle.
- Provides support to and participates in the RDN Emergency Program and Emergency Operations Centre (EOC) as required.
- Performs other related duties, as required.

JOB QUALIFICATIONS

Education/Experience

High School Diploma supplemented with Level One Bylaw Enforcement and Investigating Skills Course plus 3 - 5 years prior job related experience in a local government setting with a minimum two years experience in enforcement work, or an equivalent combination of training and experience.

Skills/Abilities

- Possession of a valid Class 5 BC Driver's License.
- Occupational First Aid, Level I.
- Requires basic computer knowledge.
- Ability to use sound judgement when identifying, mediating and resolving a bylaw infraction and utilizing conflict resolution skills when dealing with hostile individuals.
- Strong interpersonal and oral communication skills; well-developed report writing skills.
- Ability to interpret maps and legal descriptions.
- Sound knowledge of local government bylaws and associated Provincial and Federal statutes, including the Local Government Act and Community Charter.
- Level Two Bylaw Enforcement & Investigations Skills Course an asset.
- Experience and training in Emergency Management an asset.

Reporting Relationship

Reports to the Manager, Building and Bylaw Services.