

EMPLOYMENT OPPORTUNITY

Bylaw Enforcement Officer

Temporary Full-Time | External
Bylaw Enforcement Services
Competition No.: 2025-1111



www.rdn.bc.ca



rdncareers@rdn.bc.ca

SKILLS & ABILITIES

- Ability to use sound judgement when identifying, mediating and resolving a bylaw infraction and utilizing conflict resolution skills when dealing with hostile individuals.
- Sound knowledge of local government bylaws and associated Provincial and Federal statutes, including the Municipal Act.
- Level Two Bylaw Enforcement & Investigations Skills Course an asset.

APPLICATION DETAILS

To apply for this position, email your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1111 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:
4:00 pm, on August 25, 2025.**

Date Posted: August 11, 2025.

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

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a temporary full-time Bylaw Enforcement Officer with Bylaw Services.

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

QUALIFICATIONS

Qualifications include a high school diploma supplemented with a Level One Bylaw Enforcement and Investigating Skills Course, plus three to five years prior job-related experience in a local government setting with a minimum of two years' experience in enforcement work. An equivalent combination of training and experience may be considered. Experience in law enforcement is considered an asset.

POSITION DETAILS

This is a temporary full-time (35 hours per week) Union position for twelve months, with the possibility of ending early or extension based on the operational needs of the department. The (2025) rate of pay is \$39.70 to \$41.79 plus 12.4% in lieu of benefits including vacation and statutory holidays, or the uninterrupted continuation of their benefits package as provided for in the Collective Agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.

**Job classification is currently under review.*

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

Bylaw Enforcement Officer

Bylaw Services

Pay Band 11

Job Summary

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

Primary Duties and Responsibilities

- Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
- 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.
- Performs duties of Soil Conservation Officer by conducting field investigations and enforcing regulations pursuant to the Soil Conservation Act and assists with field investigations pursuant to the Agricultural Land Act.
- 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 regarding unsightly premises, violations and Section 735 actions; prepares written reports for prosecution, collects and maintains evidence and attends court hearings as required; occasionally acts as local field officer for crown land investigations and other government agencies.
- 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 filing/card index 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 vehicles.
- 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.
- Survival First Aid courses.
- 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 Municipal Act.
- Level Two Bylaw Enforcement & Investigations Skills Course an asset.

Reporting Relationship

Reports to: Manager, Bylaw Enforcement Services