

EMPLOYMENT OPPORTUNITY

Senior Bylaw Enforcement Officer

Permanent Full-Time | External

Bylaw Enforcement Services

Competition No.: 2025-1137



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
- Strong interpersonal and oral communication skills; well developed report writing skills.
- Sound knowledge of local government bylaws and associated Provincial and Federal statutes.

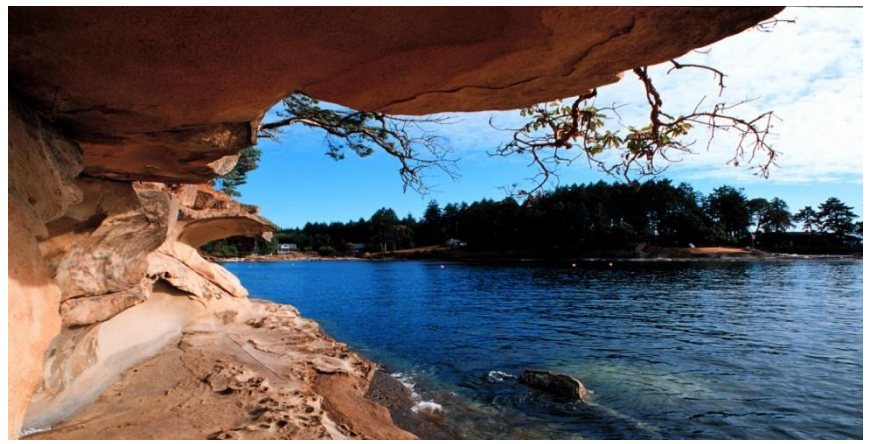
APPLICATION DETAILS

To apply for this position, send your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1137 in the subject line of your email to ensure proper processing.**

***Applications will be accepted until:
4:00 pm, on November 28, 2025.***

Date Posted: November 14, 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 permanent full-time Senior Bylaw Enforcement Officer with Bylaw Enforcement Services.

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

QUALIFICATIONS

A diploma in Business Administration, Criminology, or Sociology, along with Level One and Level Two Bylaw Enforcement and Investigating Skills Course. Requires 5-7 years of job-related experience in a local government setting, including at least two years in enforcement and one year in a supervisory role. Emergency training is an asset. An equivalent combination of education and experience may be considered.

POSITION DETAILS

This is a permanent full-time (35 hours per week) Union position. The (2025) rate of pay is \$50.01 to \$52.64. The position offers an attractive benefits package as provided within the collective agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.

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

Senior Bylaw Enforcement Officer

Bylaw Enforcement Services

Pay Band 17

Job Summary

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

Primary Duties and Responsibilities

- Investigates high level complaints of possible bylaw violations and issues tickets under Bylaw authority when appropriate.
 - Supports bylaw enforcement officer responses to public inquiries and provides advice regarding the interpretation of District regulatory bylaws as required.
 - Provides bylaw department file oversight with bylaw enforcement officers to triage, prioritize and plan progressive enforcement steps, including legal action.
 - Prepares updates to Bylaw Enforcement Policy manual and trains staff as required.
 - Responds to complex 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 adjudication and court hearings as required. Attends Committee and Board meetings as required.
 - Attends public meetings and works varied hours as required.
 - Assists in the administration, tracking 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.
 - Produces and files monthly statistical reports for Electoral Area Directors and department heads; assists in preparing quarterly Board reports, 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.
 - Provides support to and participates in the RDN Emergency Program and Emergency Operations Centre (EOC) as required.
 - Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
 - Plans, delegates and supervises the work of Bylaw Enforcement Officers and the Bylaw Administrative Assistant.
 - Performs other related duties, as required.
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Job Qualifications

Education/Experience

- Diploma in Business Administration, Criminology or Sociology.
- Level One and Level Two Bylaw Enforcement and Investigating Skills Course.

Job Description

- Five to Seven years prior job-related experience in a local government setting including a minimum of two years experience in enforcement work and one year in a supervisory role.
- Experience and training in Emergency Management an asset.
- An equivalent combination of training and experience may be considered.

Skills/Abilities

- Possession of a valid Class 5 BC Drivers 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.

Reporting Relationship

Reports to: Manager, Bylaw Enforcement Services