

Job Information

Job title	Bylaw Enforcement Officer	Job Code: BYENF	Pay Grade: L
Title of immediate supervisor	Senior Bylaw Enforcement Officer		
Department/Division	Building, Bylaw, Licensing & Legal Services/ Building Inspection & Bylaw		
Prepared by	N. Pallan		
Date Created	Aug 5, 2015	Revised date	Dec 5, 2017
Dept Head Signature		Date	

Job Purpose

Investigates, reports and resolves District bylaw violations and includes the collection of fees for municipal bylaws, including, but not limited to: zoning, development permits, streets and traffic, unsightly premises, noxious weeds, swimming pool fences, signs, deposit of fill, soil removal, watercourse, nuisance, noise, building, plumbing, business licencing and restrictive covenants. Conducts field work involving investigations of complaints pertaining to Municipal Bylaw infractions and payment of fees and fines. Deals with businesspersons, tradespersons and members of the public. Includes the day to day administration related to the work.

Duties and Responsibilities

- Investigates and researches complaints, resolves disputes and enforces bylaws.
- Determines and implements appropriate enforcement procedures using established guidelines.
- Maintains established work standards of quality and quantity.
- Handles correspondence, enquiries and complaints regarding bylaws and other regulations.
- Attempts to gain voluntary compliance in adhering to municipal bylaws and regulations.
- Assists in regulating and inspecting in accordance with the Zoning Bylaw.
- Conducts and interprets Land Title searches and Company searches.
- Provides advice and assistance to municipal departments regarding bylaw enforcement.
- Prepares reports, maintains records, letters, court documents and other memoranda using word processing software and database applications.
- Liaises with the Police Department concerning dangerous or problem people and properties to ensure that ongoing Police investigations are not compromised.
- Prepares and submits documentation necessary to begin prosecutions for cases involving the Provincial Court, including reports to Crown Counsel.
- Swears information and appears in Court as a Crown witness as required.
- Investigates and gathers evidence for presentation in court, including entering buildings or property.
- Acts as prosecutor during court proceedings concerning parking and bylaw offences.
- Stays informed on enforcement procedures used in other jurisdictions, recommending improvements in procedures and related research.
- Performs other related duties as required.

Qualifications

- Grade 12 or equivalent.
- BC Justice Institute Bylaw Enforcement and Investigative Program, Level 1 and/or courses relating to criminology and/or investigative skills.
- Three years of experience in the enforcement of municipal bylaws or a related area, including experience dealing with people in difficult situations, experience with bylaws or regulations, and court procedures.
- Experienced in office practices and procedures.
- An equivalent combination of education and experience may be considered.
- Required to work a flexible schedule to suit the requirements of the job.

- Valid Class 5 BC Driver's Licence.
- Availability of a private vehicle for work related use.

Physical Requirements

Minimal physical activity required.

Working Conditions

Works in an office environment and out in the field. Some risk of physical, mental or emotional harm when confronting agitated clients in the field.