

Job Information

Job title	Bylaw Officer I (Parking Enforcement)	Job Code: BYOFC1	Pay Grade: G
Title of immediate supervisor	Senior Bylaw Enforcement Officer		
Department/Division	Building, Bylaw, Licensing & Legal Services/ Bylaw & Licensing Services		
Prepared by	D. Roberts		
Date Created	November 12, 2020	Revised date	

Job Purpose

Investigates, reports and resolves District parking, street and boulevard use violations. Conducts customer-centric, compliance oriented patrols of the District by vehicle or foot patrol to enforce the District's Streets and Traffic Bylaw, Boulevard Regulation Bylaw, Parks Management and Control Bylaw, and other regulations. Issues warning notices and tickets for infractions and explains and interprets bylaw regulations for the public. Includes the day-to-day administration related to the work.

Duties and Responsibilities

- Patrols the District for parking infractions and violations of the streets and Traffic Bylaw, Boulevard Regulation Bylaw, and the Parks Management and Control Bylaw.
- Determines and implements appropriate enforcement procedures using established guidelines, including issuing violation tickets and warnings for parking and other bylaw infractions.
- Collects evidence of ticket infractions when issuing tickets such as relevant notes and photographs.
- Interprets bylaws, regulations and policies with respect to complaints/inquiries and provides advice and assistance to the general public and other enforcement agencies and District departments.
- Prepares reports, maintains records, letters, legal documents and other memoranda using established guidelines and word processing software and database applications
- Liaises with Bylaw Enforcement Officers or the Saanich Police Department as necessary concerning dangerous or problem people and properties.
- Prepares and submits documentation necessary for court prosecution and ticket adjudication.
- Attends court and adjudication hearings to give evidence as required.
- Identifies and communicates any hazards or issues within the community such as full garbage cans, vandalism or other bylaw infractions involving health, safety and environmental matters.
- Answers and responds to parking phone calls for service as required in a timely manner;
- Performs other related duties as required.

Qualifications

- Grade 12 or equivalent.
- 1 year of experience in enforcement or regulatory work.
- Experienced in office practices and procedures.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's Licence.
- Employment is subject to provision of a satisfactory Police Information Check.

Physical Requirements

When conducting foot patrols, long distance walking in all-weather conditions will be required.

Working Conditions

Works primarily out in the field. Some risk of physical, mental or emotional harm when confronting agitated clients in the field. Required to work a flexible schedule to suit the requirements of the job.