



## EMPLOYMENT OPPORTUNITY

# Bylaw Enforcement Officer

Temporary Full Time / External

DEPARTMENT

Competition No.: 2019-036



[www.rdn.bc.ca](http://www.rdn.bc.ca)



[rdncareers@rdn.bc.ca](mailto:rdncareers@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 2019-036 and submit a cover letter and resume clearly outlining your education, experience and qualifications as they relates to this position and submit **via email** to [rdncareers@rdn.bc.ca](mailto:rdncareers@rdn.bc.ca).

Applications can also be faxed to 250-390-4163 or mailed to:  
Attention: Human Resources  
Main Reception, Administration Building  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2

**Applications will be accepted until:  
4:00 pm, on April 12, 2019.**

### ABOUT THE ROLE

The Regional District of Nanaimo is seeking a temporary full-time Bylaw Enforcement Officer working with Building and Bylaw Services, in the Strategic and Community 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, billing inquires, sprinkling/burning regulations, and house numbering. Duties also include issuing tickets, preparing reports for Board and Committee meetings 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.

This is a temporary full-time (35 Hours per week) Union Position, for up to one (1) year with the possibility of ending early or of extension depending on the operational needs of the department. The (2019) rate of pay is \$34.57 to \$36.39 per hour plus 12.4% in lieu of benefits including vacation and statutory holidays. The hours of work may vary and weekend work will be required; working days shall be seven (7) hour shifts, scheduled between the hours of 7:00 am and 9:00 pm, with two (2) consecutive days off from work, per week.

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

## Bylaw Enforcement Officer

Strategic & Community Development

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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.

**Date Approved:** June 16, 1997

**Date Amended:** March 16, 2018