



Job Description

Bylaw Enforcement Officer - Nelson

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Bylaw Enforcement Supervisor

TITLE OF IMMEDIATE SUBORDINATES: Bylaw Enforcement Officers

DEPARTMENT: Development & Community Sustainability

SUMMARY OF POSITION:

The Bylaw Enforcement Officer reports to the Bylaw Enforcement Supervisor and is responsible for the enforcement of Regional District of Central Kootenay bylaws and regulations through the identification, mediation and resolution of bylaw violations. As part of the Development & Community Sustainability team, the Bylaw Enforcement Officer works collaboratively to provide robust services and advice to the public.

ROLE AND RESPONSIBILITIES:

As a member of the Leadership team, responsibilities include, but are not limited to:

1. Responds to public telephone, written or in-person bylaw violation enquiries, researches and investigates complaints to verify compliance with bylaws and provides advice regarding the interpretation of Regional District regulatory bylaws as required.
2. Carry out field/site inspections on bylaw complaints/infractions to establish the validity of the complaints.
3. Liaises with outside agencies in the investigation of enforcement issues as needed.
4. Ensures enforcement files are accurately maintained, filed and include written and photographic documentation and confidential records.
5. Prepares letters and field reports for all complaints and issues.
6. Prepares background case information, and submits evidence as an RDCK witness or prosecutor for court proceedings.
7. Attends court proceedings, signs affidavits.
8. Collaborates with development services team to investigate and enforce bylaw regulations.
9. Provides information to the public about the obligations and regulations related to bylaw compliance.
10. Supports RDCK animal control contractors as needed.
11. Compiles statistics, prepares reports and assists in the development of policies and procedures.

12. Recommends amendments to current bylaws and the development of new bylaws.
13. Performs other duties as required.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Completion of Grade 12;
- Completion of Bylaw Enforcement Level 1 course at the Justice Institute of British Columbia;
- Two years experience in enforcement of local government bylaws (or related), field investigations and court proceedings and a demonstrated ability to interpret and apply bylaws;
- Completion of Bylaw Enforcement Level 2 at the Justice Institute of British Columbia, a college program or additional courses in law, security, bylaw enforcement, investigative skills or conflict resolution is preferred;
- Valid BC Drivers License and a satisfactory Drivers Abstract; and
- Satisfactory Criminal Record.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Proven investigative skills and ability to prepare written reports and correspondence.

- A sound knowledge of local government zoning and other bylaws and their implementation as related to the bylaw enforcement process.
- Ability to interpret and enforce regulations impartially and tactfully.
- Sound knowledge of local government bylaws and associated provincial and federal statutes.
- Proven and well developed interpersonal skills such as; reading body language, displaying body language.
- Ability to communicate effectively both orally and in writing and to deal courteously, tactfully and diplomatically with other employees, the public and Regional Board members.
- Demonstrated ability to take direction from team leader and work collaboratively with Development Services staff.
- Ability to understand and apply bylaws, regulations, agreements and procedures applicable to bylaw enforcement responsibilities.
- Knowledge of court documentation and legal notice requirements.
- Ability to interpret maps and legal descriptions.
- General knowledge of office based computer software (Outlook, Word, Excel etc).
- Ability to organize a work schedule to meet deadlines and priorities.
- Commitment to the RDCK values: Health and Safety, Integrity, Accountability and Respect

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

Employee Name

Employee Signature

Date

Employer Representative Name

Employer Representative Signature

Date