



Job Posting

Regional District of Central Kootenay
Nelson, BC

BYLAW ENFORCEMENT OFFICER

Full-Time—Benefitted

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.

REQUIRED KNOWLEDGE, SKILLS & 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

REQUIRED TRAINING & CERTIFICATIONS:

- 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;
- Satisfactory Criminal Record.

This is a full-time, benefitted position working 35 hours per week. The normal starting salary for this position is \$38.46 with a range of \$36.79 - \$41.80 based on experience. The successful candidate will additionally have 3 weeks vacation and a comprehensive benefits package.

This posting along with a detailed job description can be found on our website at www.rdck.ca/jobs.

To apply please complete our online form that can be found here: [EMPLOYMENT APPLICATION](#)

Applications in the form of a resume & cover letter detailing qualifications & experience relevant to the position will be accepted **until 9:00am August 17, 2026.**

Thank you for your interest in working with the Regional District of Central Kootenay. All submissions will be acknowledged although only those individuals shortlisted to participate in the interview/testing process will be contacted. This posting may be used to fill other similar positions within the RDCK over the next six months.

For more information contact:
250.352.1515 | or visit rdck.ca/jobs