



REGIONAL DISTRICT
of Fraser-Fort George

JOB POSTING

Human Resources
Telephone: (250) 960-4414
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E-mail: hr@rdffg.bc.ca

POSITION: **BYLAW ENFORCEMENT OFFICER (Permanent, Full-Time)**

NATURE OF POSITION: Under **general supervision**, The Bylaw Enforcement Officer is responsible for seeking resolution of regulatory non-compliance with Regional District bylaws and applicable Provincial statutes. The work involves receiving and investigating complaints, applying and explaining requirements of regulatory bylaws, taking action to achieve compliance of violators, including verbal and/or written notice, or action authorized by bylaw and/or the Regional Board including laying charges by summons, ticketing, preparation of evidence for injunction proceedings and witnessing in court as required.

LOCATION: 155 George Street, Prince George, BC

RATE OF PAY: \$2,782.75 bi-weekly (January 1, 2018 rate)

HOURS OF WORK: 7.25 hour work day with one hour for lunch (72.5 hours bi-weekly)

DUTIES AND QUALIFICATIONS: As set out in the attached job description.

TERM: Start date: To be determined

BENEFITS: In accordance with the *Collective Agreement* with C.U.P.E. Local 1699. This is a Union position.

POSTING: Internal and External

PLEASE SUBMIT RESUMES TO THE UNDERSIGNED NO LATER THAN 4:00 P.M., WEDNESDAY, OCTOBER 31, 2018:

J. Martin
Chief Administrative Officer
Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8

DATE DISTRIBUTED: Wednesday, October 10, 2018

Distribution: C.U.P.E. Local 1699
Bulletin Boards (6)
File (Per 1.4)

BYLAW ENFORCEMENT OFFICER - JOB 5.7**JOB SUMMARY:**

Under **general supervision of an assigned manager**, the Bylaw Enforcement Officer is responsible for seeking resolution of regulatory non-compliance with Regional District bylaws and applicable Provincial statutes. The work involves receiving and investigating complaints, applying and explaining requirements of regulatory bylaws, taking action to achieve compliance of violators, including verbal and/or written notice, or action authorized by bylaw and/or the Regional Board including laying charges by summons, ticketing, preparation of evidence for injunction proceedings and witnessing in court as required.

TYPICAL DUTIES:

1. Investigates complaints and/or contraventions of Regional District regulatory bylaws and pertinent Provincial legislation.
2. Carries out enforcement and compliance procedures in accordance with Regional District policy.
3. Prepares and maintains records, reports and correspondence relative to investigations and makes recommendations toward assigned bylaw enforcement issues.
4. Prepares and submits materials and documentation necessary to begin prosecution for cases where resolution or voluntary compliance cannot be achieved using standard bylaw enforcement investigation practices, techniques and processes.
5. Attends hearings and trials and presents evidence or gives testimony as required.
6. Supervision of staff as required.
7. Oversees contract services for the provision of Regional District bylaw services.
8. Reviews and recommends changes to Regional District bylaws, regulations, policies and procedures from an enforcement perspective.
9. Researches and analyses new or alternative bylaw compliance strategies and initiatives including implementation of new strategies.
10. Liaises with Regional District staff, RCMP and other Local Government, Provincial and Federal enforcement agencies regarding issues that may be of a concern within the Regional District.
11. Represents the Regional District at Committee, Commission, technical and other meetings.
12. Carries out enforcement and compliance procedures outside of regular hours as required.
13. Assists in preparation of budgets as requested.
14. Performs related duties.

KNOWLEDGE:

1. Considerable knowledge of the applicable Regional District bylaws, policies and procedures and Provincial legislation for successful bylaw enforcement.
2. Considerable knowledge of bylaw enforcement methods and practices including procedures, processes for gathering and retaining of evidence.
3. Reasonable knowledge of the BC Court System.

4. Reasonable knowledge of the property legal description system and registration processes.
5. Reasonable knowledge of office administration procedures.
6. Reasonable knowledge of office systems and equipment, as well as the use of the Microsoft Office platform and bylaw enforcement related software systems.

SKILLS AND ABILITIES:

1. Ability to exercise sound judgement, discretion, impartiality and evaluate and implement appropriate enforcement actions on a case-by-case basis.
2. Ability to maintain confidential information and records.
3. Experienced investigation background including excellent observational, analytical and report-writing skills.
4. Excellent interpersonal skills and the ability to communicate in a persuasive manner with members of the general public on matters of a sensitive nature.
5. Ability to work alone and use sound judgement to avoid risky and unsafe work environments.

QUALIFICATIONS:

1. Post-secondary diploma from a two-year program with a focus on Criminology or law related studies.
2. Completion of Justice Institute of BC - Bylaw Compliance, Enforcement and Investigative Skills Certificate 1 & 2.
3. Minimum three years' work experience in bylaw or law enforcement, preferably with local government or equivalent.
4. Valid B.C. Driver's License – minimum Class 5.
5. Maintain a satisfactory Police criminal record check clearance.