

JOB CLASSIFICATION DESCRIPTION**BYLAW COMPLIANCE OFFICER I
(Evenings and Weekends)**

DATE REVISED: November 2020

Job Summary:

Under the supervision of the Chief Bylaw Officer, the incumbent is responsible for bylaw enforcement. This position assists with enforcing the City's parking, property maintenance, business license, noise bylaws, animal control services as well as any other bylaws which may be enacted by Council for the City of Parksville through patrols, evidence gathering, inspections and the preparation of documents necessary to the efficient enforcement of these enactments. This position is required to work evenings and weekends; however, hours of work change on a seasonal basis due to operational needs.

Primary Duties and Responsibilities:

- Respond to complaints and enforcing bylaw infractions through patrols and follow up inspections, as well as providing assistance to other staff within the department and assisting other departments with enforcement of bylaws and regulations.
- Enforces and exercises the regulatory powers contained in numerous regulatory bylaws and safety standards including but not limited to animal control, business licensing, parking, traffic, property maintenance, noise and others, through the use of remedial action to obtain compliance.
- Respond to complaints and enforces bylaw infractions through patrols and follow up inspections.
- Interpret and explain applicable bylaws, statutes and regulations.
- Liaise with a variety of external contacts including the RCMP and other regional and provincial agencies and may act as liaison for applications for liquor and cannabis licence applications.
- Perform routine clerical and office duties as required to maintain the files and records.
- Assist with written reports and gathering information used as evidence in Court.
- Assist with the municipal bylaw ticketing process, which involves issuing tickets, keeping records of the ticket issues, securing fines resulting from tickets and preparing for Court action as necessary.
- Assist with monitoring the activities of parking enforcement, and vehicle towing contractors and may act as the City contact for them.
- Assists in answering public inquiries.
- Monitor policies and bylaws and assists in identifying, coordinating and preparing revisions as necessary.
- Work with the applicable City departments to administer the City's business licence process.
- Performs other duties as required.

Necessary Qualifications:**Knowledge:**

- Knowledge of City bylaws, related legislation and regulations and policies for the purpose of bylaw enforcement and investigative procedures.
- Knowledge of the *Community Charter, Local Government Act, Freedom of Information and Protection of Privacy Act, Local Government Bylaw Notice Enforcement Act*.
- Knowledge related to evidence collection, documentation and reporting.
- Knowledge of bylaw adjudication and court procedures.

- Knowledge of office, local government and legal practices Knowledge of the occupational hazards and safety requirements of the work.
- Knowledge of the responsibilities, functions and operations of a municipality and WorkSafeBC's, act and regulation.

Ability to:

- Communicate effectively, both verbally and in writing.
- Interpret, report and provide advice and guidance on a variety of regulatory matters as they pertain to City bylaws.
- Receive and follow work direction; exercise initiative and judgment in carrying out duties with limited supervision.
- Maintain accurate records; record and prepare routine correspondence.
- Operate word processing, spreadsheet and related specialty software.
- Establish and maintain effective working relationships.
- Deal effectively and diplomatically with the public, co-workers and outside agencies.
- Work safely and ensure subordinates are trained and operating in accordance with safe work procedures, including working alone and hazard risk assessments.

Required Qualifications:

- Certificate in law enforcement (4 months).
- Bylaw Enforcement Level I and II Certificates.
- Valid BC Drivers Licence Class 5 and a good driving record.
- First Aid Level 1.
- Eligibility for RCMP security clearance.
- Eligibility for membership in the License Inspectors' and Bylaw Officers' Association of BC.
- Three (3) years' experience in a local government bylaw compliance setting or similar regulatory role .

OR an equivalent combination of both training and experience.

Preferred Qualifications:

- Certificate in Dispute Resolution.
- Animal Control Basic Training.

Working Conditions:

- Involves outside work on a year-round basis.
- May involve periodic callout for which overtime rates apply.
- Involves frequently working alone and will be required to follow the Working Alone Safe Work Procedure – following check-in/check-out practices/procedures.
- May require interaction with residents who may be in an angry or in an agitated state and demands excellent conflict resolution skills to diffuse high stress situations.
- May come in contact with bio-hazardous materials and will be required to follow the exposure control plan and safe work procedures.

The above statement is a general description of the principal functions of this job and is not a detailed description of all job duties.