

*The Town of Ladysmith provides its employees the opportunity to make a positive and meaningful impact on the daily lives of the public we serve.
Are you looking for a dynamic and interesting career? The Town of Ladysmith is seeking self-motivated professionals for our Protective Services Department.*

PERMANENT FULL TIME
BYLAW COMPLIANCE OFFICER
(1 Position)

Internal/External Competition #2024-52

Department:	Protective Services
Duties:	See attached Job Description
Required Qualifications:	See attached Job Description
Rate of Pay:	Band 10 - \$34.98 per hour
Hours of Work:	40 hours per week – Preferred start date – August 15, 2024 Regular hours of work are Monday to Friday, 8 hours each day. A modified schedule will be necessary when operationally required.
Conditions of Employment:	Automatic wage deposit
Union:	Canadian Union of Public Employees (C.U.P.E.) Local 401
Benefits:	As per the Collective Agreement
Reporting To:	Fire Chief/Manager of Protective Services

This job posting will remain open until 4:00 PM August 8, 2024. For further information please contact Chris Geiger, Fire Chief/Manager of Protective Services at 250.245.6436; cgeiger@ladysmith.ca

If you are interested in applying for the position, send a cover letter and detailed resume which notes your qualifications and experience relevant to the job description in a **WORD or PDF** format to:

Trish McConnell, Manager of Human Resources
City Hall, 410 Esplanade
Ladysmith, BC V9G 1A2
Email: careers@ladysmith.ca ; Ph: 250.245.6412

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

Per CUPE Agreement Article 15.02: "applicants for this position shall agree that in the event of a grievance regarding filling of this posting, interview and selection documentation shall be released to the union."



TITLE:	BYLAW COMPLIANCE OFFICER
DEPARTMENT:	PROTECTIVE SERVICES
CATEGORY:	UNION CUPE LOCAL 401
BAND:	10

GENERAL ACCOUNTABILITY

Reporting to the Manager of Protective Services, the Bylaw Compliance Officer is responsible for enforcement of Town bylaws including parking, zoning, parks usage, water restrictions, noise, nuisance, sign, building and unsightly premises. Work involves undertaking compliance duties from public education and outreach to monitoring and enforcement. The Bylaw Compliance Officer is expected to exercise significant independent judgement and complete all investigations with initiative, diplomacy, and political awareness.

PRIMARY DUTIES AND ACCOUNTABILITIES

- Perform bylaw compliance activities by responding to complaints and establishing validity; conduct site inspections; complete investigations into alleged bylaw non-compliance; prepare and issue notification letters, violation tickets or other notices to violator(s); monitor stipulated timelines for compliance; and prepare recommendations respecting future actions.
- Respond to technical and public inquiries regarding interpretation of Town bylaws and any applicable policies, procedures and guidelines.
- Perform parking enforcement and other proactive compliance and enforcement duties in public spaces.
- Maintain documentation and files for each complaint or enforcement action, research background information and formulate recommendations for legal action or prepare reports to support legal action in court, prosecute disputed municipal tickets in court, serve legal documents to support bylaw compliance matters, and attend examination of discovery and court hearings as required.
- Identify, recommend, and prepare new bylaws or revisions to existing bylaws and assist other Town Departments in completing these activities.
- Liaise with the RCMP, Fire Department, and other departments to support bylaw compliance issues.
- Prepares written reports regarding bylaw compliance matters.
- Performs all duties in accordance with Worksafe BC safety regulations and Town of Ladysmith policies and procedures.
- Other related duties as required.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITY

1. Minimum grade 12, level one training from the Justice Institute of British Columbia in bylaw compliance, enforcement and investigation skills, and five (5) years related municipal experience. An equivalent combination of education and experience may be considered.
2. Valid B.C. Driver's License - Class 5.
3. Demonstrated working knowledge and understanding of bylaw enforcement under the Community Charter and Local Government Act.
4. Demonstrated ability to interpret and apply local government regulatory bylaws and permits.
5. Demonstrated knowledge of court documentation and legal notice requirements.
6. Demonstrated understanding and ability to apply bylaws, regulations, agreements and procedures to bylaw enforcement appropriately.
7. Demonstrated ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skill to establish and maintain productive relationships.

8. Demonstrated initiative with minimum direction; completing tasks by removing barriers and locating necessary resources.
9. Demonstrated intermediate ability in the use of computer applications including the Microsoft Office suite.
10. Demonstrates attention to accuracy, completeness and timeliness in tasks, approaching work in a disciplined and orderly fashion.
11. Demonstrated high level of focus on internal and external client service continuously seeking ways to meet and exceed expectations.
12. Demonstrated ability to work cooperatively within a team and with Town employees, stakeholders and partners to achieve optimal results.
13. Demonstrated consistent focus on achieving results despite challenges or obstacles, demonstrating a concern for doing a good job and achieving or surpassing standards of excellence.
14. Demonstrates valuing diversity.