

**THE CORPORATION OF THE DISTRICT OF SUMMERLAND
JOB DESCRIPTION**

Title	Bylaw Enforcement Officer I	Pay Grade	09 Inside
Department	Administration	Location	Municipal Hall
Supervisor	Manager of Legislative Services	Reviewed	May 2019

Nature and Scope of Work

Reporting to the Manager of Legislative Services, assists the Bylaw Enforcement Officer II / Business License Inspector by responding to public complaints, investigates and enforces municipal bylaws, regulations and other acts, and seeks to achieve compliance as per District Policy with limited supervision.

Duties

1. Receives, investigates, and seeks to resolve public complaints concerning violations of municipal bylaws, regulations, other acts and municipal agreements. Where appropriate, obtains compliance through persuasion or legal action. Reports unusual problems to their supervisor.
2. Protects the confidentiality of records and information.
3. Prepares and submits evidence, appears as a District witness or prosecutor in court and adjudication proceedings related to municipal bylaws, provincial statutes, regulations or other acts. Provides appropriate information to provincial authorities and law enforcement agencies.
4. Maintains physical and electronic municipal records in accordance with District requirements.
5. Answers telephone, written, and in-person inquiries regarding municipal bylaws and directs non-municipal enforcement inquiries to the appropriate external agency.
6. Issues municipal tickets and bylaw notices for bylaw offences, prepares the full process of bylaw penalty clauses including court documentation and fines. Reports to RCMP any infractions of provincial statutes or the criminal code where arrest or other actions are necessary.
7. Inspects sidewalks in front of properties to ensure that they have been cleared of snow and ice. Serves notices to owners or occupants for non-compliance. Notes any damage or safety concerns and notifies the appropriate department.
8. Co-ordinates and communicates with customers, internal staff, external contractors and consultants, regulatory agencies, etc. as required in performance of work ensuring that the image of the Municipality is portrayed in a very positive manner.
9. Makes recommendations for any necessary changes as well as be part of the ongoing process of policy development, administrative planning, bylaw drafting and information gathering that forms part of the job as required.
10. Performs other related work as required.

Required Skills and Knowledge

1. Considerable knowledge of municipal bylaws and familiarity with provincial statutes and regulations in order to enforce them appropriately and be able to provide interpretation to the public.
2. Necessary knowledge of the Community Charter, Local Government Act, National Building Code, Provincial Fire Code, Soil Conservation Act, Agricultural Land Reserve Act and the Criminal Code of Canada.
3. Necessary knowledge of Provincial Court procedures, Municipal Ticketing Information system, Bylaw Notice enforcement, preparation of legal documents and reports and office and filing procedures, and ability to prepare and submit evidence to courts of law.

Required Qualifications

1. Senior Secondary School graduation or equivalent.
2. Completion of the Justice Institute Level I Bylaw Enforcement Investigative Skills Course or equivalent.
3. Continuing education and the completion of professional development courses in the areas of municipal law and bylaw enforcement.
4. Ability to communicate (oral and written) in a courteous and tactful manner often in sensitive and/or conflict situations.
5. Superior organizational skills
6. Valid Class 5 B.C. Driver's License
7. Ability to pass and maintain an Enhanced Security Police Information Check.

Hours of Work

1. Hours of work in accordance with the CUPE Collective Agreement – 40 hours per week. May be required to work evenings and weekends.