



BYLAW ENFORCEMENT OFFICER FULL-TIME

The Cariboo Regional District invites qualified applicants to apply for the full-time position of Bylaw Enforcement Officer located at the Cariboo Regional District South office in 100 Mile House.

SUMMARY: Reporting directly to the Chief Building Official and under the general supervision of the Senior Bylaw Enforcement Officer this position is to maintain excellent community relations and work to achieve public compliance with CRD bylaws. The successful candidate will receive, verify and investigate CRD bylaw complaints and infractions. The ideal candidate will have strong dispute resolution skills and have experience in enforcement activities.

In addition, the incumbent will have completion of Grade 12 or an equivalent. Knowledge of local government functions and legislation, and Freedom of Information and Protection of Privacy legislation. The ability to understand and interpret applicable CRD Bylaws. Sound knowledge of court procedures. Level 1 Bylaw Enforcement and Investigative Skills Certificate from the Justice Institute of BC, or an equivalent combination of experience and education. Exceptional communication skills, both orally and written. The ability to deal tactfully and firmly with the public and deal professionally with community leaders, other government agencies and officials as well as CRD staff. Training and experience dealing with difficult and angry persons in an enforcement atmosphere. Ability to diffuse hostility, determine personal and public risk and take appropriate action. Ability to work independently, exercise discretion, and sound judgment. Ability to use Microsoft Office, Outlook, GIS and records management system. Physically fit and able to work outside in all types of weather, to walk long distances, to climb stairs and drive long distances. As a condition of continued employment, the incumbent must possess a valid BC Driver's license. Candidates must be willing to submit to a criminal records check. This position involves both inside and outside work, considerable driving between site locations, walking over rough areas and exposure to site hazards.

WAGE: This is a full-time BCGEU position. The current rate of pay is \$40.32 per hour plus benefits. A standard 90-day probationary period will apply.

WORK SITE LOCATION: The successful candidate will operate out of the Cariboo Regional District South office located at Unit 3 – 170 Cedar Avenue, 100 Mile House, BC.

HOURS OF WORK: This position works a 9-day fortnight schedule averaging 70 hours bi-weekly Monday through Friday, with every other Monday or Friday off depending on the department's schedule.

Qualified candidates wishing to apply and looking for a detailed job description please visit www.cariboord.ca/careers. Applications will be accepted by the undersigned until the position has been filled. Applications must be in the form of a resume with an accompanying letter detailing your experience and qualifications relative to this position. ***When submitting an application via email, please quote Competition #24-31.***

We wish to thank all candidates for their interest, however, only those selected for interviews will be contacted.

Bernice Crowe, Manager of Human Resources
Cariboo Regional District
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Telephone (250) 392 3351
www.cariboord.ca/careers

Are you interested in relocating but want to know more about why you should make the move to the Cariboo? Learn more about our fulfilling communities, long trails, and everyday play before you make the move: www.cariboord.ca/makethemove.

CARIBOO REGIONAL DISTRICT

JOB DESCRIPTION

Group:	Working Title:	Bylaw Enforcement Officer
Dept.:	Classification Title:	Bylaw Enforcement Officer
Date: March , 2007	Grid Level:	9

PRIMARY FUNCTION:

To receive, verify and investigate CRD bylaw complaints and infractions

JOB DUTIES AND TASKS:

Provided Bylaw Enforcement Services on behalf of the regional district and conducts bylaw enforcement inspections:

1. Provides Bylaw Enforcement Services:
 - a. requires in depth knowledge of Cariboo Regional District zoning, land use, building, unsightly premises bylaws and other regional district regulations and the BC Court System
 - b. responds to public telephone, written or in-person bylaw violation inquiries
 - c. researches and investigates complaints to verify non-compliance with bylaws and consults with Cariboo Regional district staff to discuss interpretation of regional district regulatory bylaws
 - d. travels throughout the regional district and undertakes field/site inspections to establish the validity of complaints
 - e. prepares concise letters and field reports for all complaints
 - f. using knowledge of enforcement techniques and experience, mediates and/or determines appropriate course of action to rectify non-compliant situations
 - g. liaises with outside agencies in the investigation of enforcement issues
 - h. monitors sites for voluntary compliance
 - i. attends jobsites and posts "stop work" and/or "no occupancy" notices
 - j. where necessary, uses knowledge of the BC Justice system to prepare background case information, assists legal counsel by preparing and submitting evidence and appears as a Cariboo Regional District witness for court proceedings
 - k. ensures that all enforcement issues are accurately recorded, maintained and filed
 - l. attends meetings of the Cariboo Regional District Board, Committees and public meetings as required
2. Other related duties:
 - a. compiles statistics and prepares reports
 - b. assists in reviewing and preparing, policies, procedures and annual budgets
 - c. assists with Cariboo Regional District property management and maintenance
 - d. performs other duties as required

SUPERVISION RECEIVED: Chief Building Inspector/Manager of Bylaw Enforcement

SUPERVISION / DIRECTION EXERCISED:

Provide orientation to new employees as required

PHYSICAL ASSETS / INFORMATION MANAGEMENT:

Operate vehicle to conduct investigations of property; set-up, maintain and close bylaw enforcement files.

FINANCIAL RESOURCES:

Determine appropriate method for collection of fines; order and purchase supplies as required; provide information for preparation of annual Bylaw Enforcement budget.

The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.