

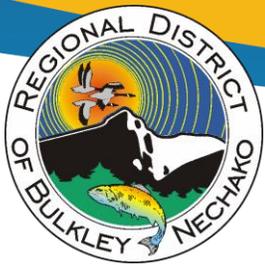
## Regional District of Bulkley-Nechako Bylaw Enforcement Officer

Reporting to the Director of Planning, the Bylaw Enforcement Officer will be responsible for investigations, public communication, record keeping, and enforcement processes associated with non-compliance to Regional District of Bulkley-Nechako (RDBN) bylaws and select municipality's bylaws under contract. The position also involves assisting RDBN staff with other general tasks such as site inspections and notice delivery.

The position has an annual salary of \$66,000-\$74,000 and includes a comprehensive, competitive benefits package.

### **Responsibilities and Duties:**

- Receiving, investigating, and processing complaints concerning bylaw infractions and violations in accordance with RDBN policy and bylaws.
- Inspecting property and structures for conformity with applicable bylaws.
- Collecting evidence regarding non-compliance to bylaws and enforcing bylaws according to RDBN policy.
- Working with property owners and the public to gain compliance with applicable bylaws.
- Explaining and interpreting bylaws and regulations for the public.
- Maintaining detailed and accurate records regarding non-compliance investigations and issues, providing affidavits, and appearing in Court as a witness for prosecutions as required.
- Preparing and maintaining a variety of correspondence, reports, records, and files related to the work performed.
- Preparing reports to the Regional District Board and acting on Board direction regarding bylaw enforcement issues as necessary.
- Coordinating the clean-up of unsightly premises, supporting the Financial Administrator in recovering costs, as required.
- Working with Building Inspectors to obtain and enforce remedial action orders.
- Undertaking site inspections for RDBN staff as necessary to evaluate site conditions and determine site activity.
- Delivering public hearing notices, stop work orders, and letters to properties and property owners, as required.
- Working with legal counsel to evaluate enforcement options and undertake enforcement action.
- Performing related work and other duties as required.



### Key Skills and Abilities:

- Word processing skills and familiarity with Microsoft Office Suite and similar typical office software applications.
- Knowledge of local government bylaws, regulations, policies, and enforcement procedures.
- Understanding of court procedures and the ability to collect and document evidence.
- The ability to interpret bylaws and regulations to the public, to provide information and assistance to the public, and to communicate effectively orally and in writing.
- The ability to attend training and take courses related to bylaw enforcement.
- The ability to investigate complaints, deal with the public, and enforce bylaws with tact, impartiality, and sound judgement.
- Political sensitivity and ability to work under pressure.
- Confidentiality maintained at all times.

### Qualifications:

- Minimum grade 12 or equivalent
- Bylaw Enforcement and Investigative Skills Level 1 Certificate or equivalent
- At least 2 years related experience, preferably with local government or equivalent
- Problem solving and conflict resolution training and experience
- Valid class 5 BC driver's license with a driving record indicative of responsible driving habits.

The Regional District is open to considering applications from persons with related experience that have the capacity to be trained as a Bylaw Enforcement Officer.

Resumes will be accepted until 4:30 pm, August 2, 2022, and should be addressed to:

Jason Llewellyn, Director of Planning

Subject Line: Bylaw Enforcement Officer Position

Email: [hr@rdbn.bc.ca](mailto:hr@rdbn.bc.ca)

Mail: PO Box 820, Burns Lake, BC V0J 1E0