

Bylaw Inspector 15

Community Services Department
Community Standards Division

(Permanent full-time)

Posting No. 322(59)

The City of Saskatoon is an Employment Equity employer

DUTIES:

1. Inspects sites and buildings to determine compliance with the Zoning Bylaw as a result of complaints.
2. Undertakes investigative measures to obtain evidence of illegal land uses and structures for use in obtaining search warrants and laying of charges.
3. Inspects residences of applicants issued approvals for home occupations, advises applicant of any irregularities and may request applicant to comply with requirements for approval.
4. Conducts inspections of sites for compliance with conditions of approval issued for discretionary uses and development appeals.
5. Conducts inspections and prepares reports of sites and buildings in connection with requests for occupancy permits and building information abstracts.
6. Establishes and maintains a register of land use complaints, inspections and completed actions.
7. Prepares and sends letters to complainants, property owners and others respecting violations of the Zoning Bylaw.
8. Assists with the collection of historical information and records pertaining to development permits, plumbing permits, assessment records and planning files used to determine the legality of land uses and buildings.
9. Attends court, when required, to provide evidence in prosecutions.
10. Perform title searches when required.
11. Determines and implements the most effective means of resolving land use problems using sound judgement, discretion and mediation measures when required.
12. Assists with the preparation of brochures and information that are designed to improve customer service.
13. Performs the duties of Bylaw Inspector 13, as required.
14. Processes applications for the Legalizing Existing Suites Program.
15. Performs other related duties as assigned.

QUALIFICATIONS:

- Diploma in Planning Technology, Architectural Technology or related discipline and four years' experience in the administration and enforcement of municipal bylaws, including two years in enforcement of zoning regulations.
OR
Significant education and experience in Bylaw enforcement or municipal zoning administration. Experience in communication, mediation and conflict resolution may be considered.
- Possession of a valid Saskatchewan Class 5 Driver's Licence, and a vehicle suitable for use in performance of duties.
- Current driver's abstract from SGI demonstrating a safe driving record.
- Considerable knowledge of the Saskatoon Zoning Bylaw.
- Demonstrated ability to utilize dispute resolution and mediation techniques.
- Demonstrated ability to communicate effectively orally and in writing.
- Demonstrated ability to interpret development plans and working drawings.
- Demonstrated ability to deal courteously and effectively with the public, the business community and other civic employees.
- Demonstrated ability to perform title searches.
- Demonstrated ability to work with minimal supervision.
- Skill in the use of a computer with Windows-based word processing software.

SECURITY REQUIREMENTS:

Acceptable current Criminal Record Check (CRC) and Vulnerable Sector Search (VSS) upon offer of employment.

SALARY:

\$5,296.84 to \$5,839.82 per month (2016 rates)

CLOSING DATE:

Wednesday, July 26, 2017