
Position Vacancy: Bylaw Officer

DEPARTMENT:	Development Services	STATUS:	Temporary Full Time (1 year)
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week* (non- standard work week)	SALARY:	\$61,434 - \$72,447 annually

The City of New Westminster is seeking a temporary full time Bylaw Officer to join the Licensing & Integrated Services team. This is administrative, inspectional and regulatory work pertaining to the enforcement of bylaws relating to property use, building, and other matters. The incumbent also assists in overseeing bylaw enforcement for the City; drafting new bylaws and amending existing bylaws; administering the Bylaw Offense Notice ticketing program; coordinating investigations; and assisting other departments in enforcement matters. The work involves considerable public relations contact and requires the exercise of considerable independent judgment, action, tact and diplomacy within policy, bylaw and regulation limits.

Requirements include:

- Completion of Grade 12 supplemented with basic and advanced bylaw enforcement courses, plus sound experience in inspectional and enforcement work; or an equivalent combination of training and experience.
- Post secondary education would be considered an asset.
- Considerable knowledge of the bylaws and regulations related to noise, unsightly premises, business licenses, light intrusion, controlled substances and property use.
- Ability to explain and interpret bylaws and regulations, to liaise with a variety of internal and external contacts, and to employ contemporary service excellence principles.
- Ability to investigate complaints and enforce bylaws and regulations with tact, impartiality, and sound judgment.
- Ability to prepare concise and factual reports, recommend remedial action, issue bylaw notices and prepare cases, represent the City in adjudication proceedings, and to draft new and amended bylaws.
- Exceptional skills with investigating, recording notes and gathering evidence.
- Exceptional written communication skills (emails, letters, orders and council reports).
- Experience in writing municipal tickets, recording evidence, and knowledgeable in the adjudication system presenting and providing evidence.
- Must be able to use problem solving skills and utilize progressive enforcement approaches to gain compliance.
- Demonstrated ability to take a measured and thoughtful approach to bylaw enforcement.
- Valid BC Driver's License.

** This position participates in a Compressed Work Week Program.*

City Hall hours of operation are Monday, 8am to 7pm, and Tuesday to Friday, 8am to 5pm.

The successful candidate will be scheduled on Mondays from 10:30am to 7pm on a rotational basis.

Apply by sending your resume quoting **competition #17-154, by November 29, 2017** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to hr@newwestcity.ca.

We regret to advise that only those candidates selected for an interview will be contacted.

The City of New Westminster is committed to employment equity.

We welcome diversity and encourage applications from all qualified individuals.