



Shape a place  
where people  
want to be



**Position Title:** Assistant Enforcement Officer

**Position Status:** Full-Time Regular

**Department:** Parks & Environment

**Employee Group:** Teamsters Local 31

**Location:** 4515 Central Boulevard, Burnaby

**Salary Range/ Wage Rate:** PG T22 \$2,837.65 - \$3,340.08 bi-weekly

**Our Environmental Regulation and Enforcement division is seeking an Assistant Enforcement Officer who will assist Officers with the administration of air quality permits, liquid waste permits and solid waste licences. This role will primarily support Metro Vancouver's solid waste regulatory program through assisting with compliance monitoring, enforcement actions, permitting and licensing, and by providing administrative support. Assistance with Metro Vancouver's air quality and liquid waste regulatory programs will also be required.**

**You are an applied science technologist with an eye for detail, have excellent communication skills, is passionate about waste diversion and reduction, and have a keen interest in protecting the environment.**

**This role:**

- Communicates with air quality, liquid waste and solid waste regulated clients to promote compliance with legislative requirements by providing clients with information concerning regulatory obligations; provides clients with information concerning regulation registration needs for the issuance of permits; provides licence and regulation information and monitoring report requirements; determines emission fee calculations.
- Ensures that notification procedures are followed for applications for air permits and solid waste licences; assists Officers in processing applications and preparing air quality permits, liquid waste permits and solid waste licences in accordance with procedures, protocols and standards.
- Provides assistance to regulated air quality and liquid waste dischargers to ensure that they comply with regulatory requirements.
- Reviews monitoring reports, statement of quantities and other information to determine discharge fees, disposal fees and compliance with regulatory requirements.
- Provides assistance to non-road diesel engine operators to enable them to comply with regulation requirements regarding registration, operating periods and other regulatory requirements.
- Assists Officers in conducting inspections in the field or at permitted, licensed or regulated sites.

- Assists Officers in the preparation of records and reports for alleged violations of air quality, liquid waste and solid waste bylaws. Interviews witnesses, collects statements and gathers other evidence associated with prosecutions.
- Assists Officers with responding to air quality complaints from the public, determines the nature and extent of problem, collects information, communicates the problem to suspected sources; may draft reply letters for Officer's review.
- Assists Officers with enforcement procedures for ticketing and other enforcement activities in compliance with laws and charge approval standards.
- Prepares reports for Officers and management related to various regulatory program activities including complaint handling, fees, compliance and enforcement activity summaries.
- Provides support and assistance to the Officer during compliance tests by performing tasks such as maintaining sampling and testing equipment and assisting in field where necessary.
- Prepares and maintains related files, reports and documentation, prepares site plans, and uses regulatory and complaint databases.
- Performs related work as required.

**To be successful, you have:**

- Completion of a diploma from a recognized institute of technology with emphasis on chemistry and pollution control. Some related industrial experience; or an equivalent combination of training and experience.
- Membership or eligibility for membership as an Applied Science Technologist with the Applied Science Technologists and Technicians of B.C.
- Considerable knowledge of the Public Notification Regulation and Metro Vancouver's air quality, liquid waste and solid waste regulatory programs.
- Considerable knowledge of legislation and regulations governing the work.
- Considerable knowledge of and ability to use regulatory databases.
- Sound knowledge of registration, fee and rebate determination requirements for various air quality, liquid waste and solid waste bylaws.
- Ability to assist Officers in the inspection of a wide variety of industrial sites to enforce legislative and permit/licence compliance.
- Ability to prepare site plans and other documents.
- Ability to assist Officers investigate complaints from the public.
- Ability to collect or assist in the collection of evidence for the enforcement of environmental bylaws including air quality permits, liquid waste permits and solid waste licenses.
- Ability to assist Officers collect evidence including testimony of witnesses in the field.
- Skill in setting up and using air pollution measurement devices.
- Valid Driver's Licence for the Province of British Columbia.

**Our Vision:**

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

---

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact [careers@metrovancover.org](mailto:careers@metrovancover.org) for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

*Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by May 22, 2024.*