

Senior Bylaw Compliance Officer

Job Requisition	JR-2026-127 Senior Bylaw Compliance Officer (Regular) (Open)
Job Family	CUPE
Start Date	2026-06-01
End Date	2026-06-16
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Parkade-Building/Senior-Bylaw-Compliance-Officer_JR-2026-127
Description	

Internal Closing Date:

Jun 9, 2026

External Closing Date:

Jun 16, 2026

Note: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Hourly Rate:

52.66

Minimum Weekly Hours:

35

Reporting to the Assistant Manager – Protective Services, this position performs skilled regulatory, administrative, supervisory and inspection duties of a complex nature, and assists in monitoring staff to ensure effective operation and enforcement of parking and bylaw enforcement activities and conformance to established bylaw, regulation, standard practice and general department policy and procedures.

Duties Include:

- Regulatory and inspection duties involving considerable public relations contact (inquiry and complaint based) including: receiving, processing, investigating and enforcing municipal bylaw complaints related to all regulatory bylaws, policies or Council resolutions as required.
- Patrols of parks, public places, and parking areas both by foot, bicycle and by motor vehicle, issuing violation tickets, and provides general user, parking or traffic control for these areas.
- Carries out investigations, compiles evidence, lays charges (summons) and attends court as a witness or prosecutor as required.
- Responds as needed to enforce the City's parking and related traffic bylaws and regulations. Provides knowledge and or assistance to other staff in the maintenance and repair of all parking equipment, including parking meters, & permit dispensers and recommends stock levels to be maintained.
- Enforces the Provincial Weed Control Act as Noxious Weed Inspector for the City of Vernon.
- Community engagement with citizens, businesses, social agencies and first responders through informative in-person meetings and presentations representing Bylaw Compliance in a respectful and professional formal manner.

Administrative Support Duties

- Assists in database cleanup, ensuring officer conformance to methods of entry and entry criteria.

- Supports Bylaw Services front counter operations and may carry out essential front counter functions as required.
- Documents non-compliance with City bylaws where related licences or permits are required and assigns work as necessary to achieve compliance.
- Schedules Bylaw Officers for shifts to ensure required operational shift coverage.
- Co-ordinates and orders materials and equipment for the daily Bylaw function.
- Assigns Bylaw Officer uniform kit where necessary.
- Prepares and updates statistical or clerical reports based on the Ticket and Bylaw Enforcement databases as required.
- Assists in the preparation of information requests for Administration or reports to Council. May assist in review of bylaws, department policies or operational procedures.

Regulatory and Inspection Duties

- Conducts all Bylaw Compliance Officer duties as required.
- Attends court proceedings to give testimony or present evidence on bylaw related matters. Protects the confidentiality of certain records and information, exercises considerable public relations tact, diplomacy and persuasion in difficult situations and exercises reasonable independence of judgement in interpreting policies, bylaws and regulations.
- Initiates and coordinates Small Claims Court proceedings to recover unpaid violation ticket penalties.
- Ensures ongoing complex bylaw compliance files are efficiently investigated and detailed appropriately for an effective resolution.
- Assists in reviews of parking strategies and expansion of City parking programs, and advises the Assistant Manager as to changes to parking strategies to resolve problems or public concerns.
- Responds to enquiries related to bylaw compliance and parking related complaints.
- Prepares, records, and reports on issues related to bylaw compliance.
- Assists in preparation of Operational and Capital budgets.
- Prepares departmental correspondence, invoices, and statements for Assistant Manager's signature.
- Maintains contact and liaises with City departments, and outside agencies.

Supervisory Duties

- Assists in day to day supervision of Bylaw Officers under the direction of the Assistant Manager – Protective Services.
- Assists in the absence of the Assistant Manager – Protective Services to ensure all functions of the Bylaw Compliance Division continue unabated.
- Ensures that all departmental policies and procedures or standard practices are followed regarding Bylaw Division matters.
- Gives daily direction to Bylaw Officers regarding specific requirements or duties, co-ordinates workload, reviews work and assists in evaluating performance.
- Provides Screening Officer requested information with regard to violation ticket appeals.
- Assists in the arrangement of annual training and staff development programs and ensures that staff participates in training and development opportunities.
- Provides new employee orientation.
- Assists in the review and development of new and revised divisional procedures that respond to changing needs and/or achieve improvements, efficiencies, cost savings and revenue generation.
- Assists in maintaining an effective safety program, which adheres to WCB regulations, including safety rules and procedures, safety orientation and training, identification/correction of workplace hazards, accident/incident investigation and regular

tailgate safety meetings.

Other Duties

- Performs related work as required.
- Attends various community and partner agency meetings as a representative of Bylaw Services and conducts presentations on related Bylaw Services subjects.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Level 2 Advanced Bylaw Enforcement & Investigative Skills Certificate or equivalent.
- Three years experience as a Bylaw Compliance Officer.
- Two years experience in a supervisory role.
- Supervisory or Leadership certificate.
- Valid B.C. Driver's License - Class 5.
- A combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Ability to supervise, mentor and provide leadership to staff.
- Build rapport, resolve conflicts, and foster positive working relationships
- Ability to clearly convey information, give direction, listen actively, and provide constructive feedback.
- Ability to train and develop team members, identify their strengths and weaknesses, and provide opportunities for growth.
- Proficient in the use of computers, automated systems and related software programs, other related database programs and general office equipment.
- Advanced working knowledge of all regulatory City bylaws.
- Ability to interpret documents, bylaws, of a technical nature and communicate same to the public or staff with legible handwriting and in a courteous, tactful and effective manner using written or verbal skills.
- Articulates well both verbally and in writing to professionally respond to the public, business community and other agencies.
- Proven ability to draft and write business correspondence such as reports, letters, emails, memos that demonstrate an understanding of proper sentence structure, grammar, and professionalism.
- Ability to prepare written reports and digital presentations.
- Ability to confidently present information in-person to various community groups and partner agencies.
- Fosters and maintains professional relationships with partner agencies.
- Working knowledge of all parking system operations and related programs including the repair and maintenance of parking meter mechanisms and overall asset management.
- Ability to communicate, under stressful situations, using knowledge and skills to effectively defuse agitated people.
- Considerable knowledge of Bylaw Adjudication Forum and provincial court procedures.
- Knowledge of the Provincial Weed Act and ability to identify regional and provincially listed noxious weeds.
- Ability to obtain a statutory approval appointment by City Council.
- Ability to obtain Provincial Special Constable designation.
- Ability to perform the work under all weather conditions, demonstrating good health and stamina.
- Exercises independence, discretion, mature judgement in problem solving to achieve

- compliance to effectively manage calls for service when supervising Bylaw Officers.
- Ability to deal with substantial pressures from volume of work.
 - Ability to obtain and maintain an acceptable Criminal Record Check and Vulnerable Sector Check and an RCMP Enhanced Security Clearance.

Preferred Education and Experience:

- Post-Secondary Education in Municipal Administration, Justice Institute Certificate Programs related to Bylaw Enforcement or Criminology.
- Five years Municipal Experience as a Bylaw Compliance Officer.

To Apply:

Please submit your resume, quoting the appropriate competition online at [vernon.ca/careers](https://www.vernon.ca/careers) by selecting “apply” and creating a candidate profile.

- Internal applicants are asked to apply using their worker profile.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. Please note that we are unable to accept phone calls regarding application status.

Worker Sub-Type	Permanent
Location	Parkade Building
Time Type	Full time
Locations	
Supervisory Organization	Bylaw Compliance Team