EMPLOYMENT OPPORTUNITY

Bylaw Enforcement Officer

Permanent Full-Time | External
Bylaw Services
Competition No.: 2026-1135

APPLICATION DETAILS

To apply for this position, send your cover letter and resume to **rdncareers@rdn.bc.ca,** clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2026-1135 in the subject line of your email to ensure proper processing.**

Applications will be accepted until: 4:00 pm on October 27, 2026

Date Posted: October 13, 2026

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

ELIGIBILITY LIST

This competition may establish an Eligibility List for the PFT Bylaw Enforcement Officer position. The list may be used to fill future PFT Bylaw Enforcement Officer vacancies within Bylaw Services. For more information about eligibility lists, see Letter of Understanding #15.

CRIMINAL RECORD CHECK

A satisfactory Criminal Record Check including a Vulnerable Sector Check is a condition of employment with the Regional District of Nanaimo.

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a permanent full-time Bylaw Enforcement Officer with Bylaw Services.

The Bylaw Enforcement Officer contributes to the effective operation of Development and Emergency Services, primarily through the identifying, investigating, mediating and resolving of bylaw violations and through the providing of enforcement services to all departments within the organization. This position supports the department by assisting bylaw team members in their duties, as required, to meet service expectations, departmental goals and objectives.

QUALIFICATIONS

Qualifications include a High School Diploma, Level One Bylaw Enforcement, and 12 months of additional related coursework such as compliance and enforcement essentials, verbal judo or de-escalation, and conflict resolution/management. Also required are three to five years prior job-related experience in a local government setting, including a minimum of two years' experience in enforcement work, possession of a valid Class 5 BC Driver's Licence, and Occupational First Aid, Level I. An equivalent combination of training and experience may be considered. A Level Two Bylaw Enforcement & Investigations Skills Course, and experience and training in Emergency Management, are considered assets.

SKILLS & ABILITIES

Ability to use sound judgement when identifying, mediating and resolving a bylaw infraction and utilizing conflict resolution skills when dealing with hostile individuals. Sound knowledge of local government bylaws and associated Provincial and Federal statutes, including the Local Government Act and Community Charter.

POSITION DETAILS

This is a permanent full-time (35 hours per week) Union position. The (2026) rate of pay is $42.09 to $44.30. The position offers an attractive benefits package as provided within the collective agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.

Job classification is currently under review.

www.rdn.bc.ca
rdncareers@rdn.bc.ca

REGIONAL DISTRICT OF NANAIMO

Job Description

Bylaw Enforcement Officer

Development and Emergency Services

Pay Band 11 (Under review)

Job Summary

The Bylaw Enforcement Officer contributes to the effective operation of Development and Emergency Services, primarily through the identifying, investigating, mediating and resolving of bylaw violations and through the providing of enforcement services to all departments within the organization. This position supports the department by assisting bylaw team members in their duties, as required, to meet service expectations, departmental goals and objectives.

Primary Duties and Responsibilities

- Responds to public inquiries and investigates complaints of possible bylaw violations, issues tickets under Bylaw authority when appropriate, and provides advice regarding the interpretation of District regulatory bylaws as required.
- Performs field/site inspections for various departments regarding issues such as unsightly premises, nuisance property, building, land use and zoning infractions.
- Collaborates with various departments on enforcement related to bylaw investigations.
- Issues bylaw letters and notices as required, tracks and records file evidence for ticket disputes, screening processes, payment and adjudication hearings.
- Liaises with outside agencies; responds to requests for assistance from other agencies in the investigation of enforcement issues.
- Attends public meetings and works varied hours as required.
- Assists in the administration and review of the district's animal control contracts.
- Selects contractors for property clean ups and nuisance property remedial work; supervises contractors during actual clean up on site.
- Assists in the development of policies and procedures and makes recommendations regarding the amendment of current bylaws or development of new regulatory bylaws/functions to enhance enforcement services.
- Maintains electronic filing system including written and photographic documentation from investigations, drafts correspondence to the public and other government agencies, and hand delivers notices as required.
- Provides basic maintenance and cleanliness of work vehicle.
- Provides support to and participates in the RDN Emergency Program and Emergency Operations Centre (EOC) as required.
- Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
- Performs other related duties, as required.

Job Qualifications

Education/Experience

- High School Diploma.
- Level One Bylaw Enforcement.
- 12 months of additional related course work such as compliance and enforcement essentials, verbal judo or de-escalation, conflict resolution/management.
- 3 - 5 years prior job-related experience in a local government setting including a minimum of 2 years experience in enforcement work.
- Possession of a valid Class 5 BC Drivers License.
- Occupational First Aid, Level I.

- An equivalent combination of training and experience may be considered.
- Level Two Bylaw Enforcement & Investigations Skills Course is an asset.
- Experience and training in Emergency Management is an asset.

Skills/Abilities

- Requires basic computer knowledge.
- Ability to use sound judgement when identifying, mediating and resolving a bylaw infraction and utilizing conflict resolution skills when dealing with hostile individuals.
- Strong interpersonal and oral communication skills; well developed report writing skills.
- Ability to interpret maps and legal descriptions.
- Sound knowledge of local government bylaws and associated Provincial and Federal statutes, including the Local Government Act and Community Charter.

Reporting Relationship

Reports to: Manager, Bylaw Enforcement Services