CITY OF FERNIE
BRITISH COLUMBIA

City Hall 501-3rd Ave., Box 190
Fernie, BC V0B 1M0
www.fernie.ca

Employment Opportunity

Bylaw Enforcement Officer

Corporate Services Department
Part-Time, Regular
July 22, 2026

The City of Fernie invites applications from qualified, experienced, persons for the part-time, regular, unionized position of Bylaw Enforcement Officer.

POSITION SUMMARY

Reporting to the Director of Corporate Services, or their designate, Bylaw Enforcement Officer performs various functions to educate, enforce and uphold the municipal Bylaws, to contribute to community health and safety.

DUTIES AND RESPONSIBILITES

- Attempts to gain voluntary compliance and adherence to Municipal Bylaws and regulations.
- Responds to public inquiries about possible bylaw violations.
- Determines and implements appropriate enforcement procedures, including issuing MTI's using established guidelines.
- Provides community education and completes customer service functions.
- Performs field / site inspections with respect to potential City of Fernie Bylaw infractions.
- Collaborates with Fire Prevention Officer, Building Inspectors, and other colleagues as required.
- Animal control functions.
- Parking violations.
- Completes Emergency Management training and other training as required.
- Prepares and presents to Administration and Council on staff reports, draft Bylaws, Policies, and Procedures from time to time.
- Completes Bylaw related administrative functions including; investigations, reports, records, letters, court documents and other memoranda for Administration, Council, lawyers, potential prosecution, and presentation to a court.
- Liaise with police and other relevant authorities as needed.
- All employees shall work in accordance with the City of Fernie's Safety Management System.
- Other related duties as required.

These key duties are general descriptions of the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job

VALUES

Staff are expected to champion the City of Fernie's Corporate Vision, Mission, and Values, embedding these principles in their team operations to foster a culture of excellence and continuous improvement:

Vision
An inclusive workplace where people are supported, excited and proud.
Mission
Prioritize a healthy and respectful organization that enables quality service delivery.

Core Values

- Safety and Wellness
- Initiative
- Accountability
- Integrity
- Teamwork

QUALIFICATIONS

Required Qualifications

- Must possess a valid Class 5 BC Driver's License.
- Level One Bylaw Enforcement and Investigating Skills Course from the JIBC, or equivalent provincial certification, or related experience.
- 3 years prior job-related experience in in enforcement work, preferably in a municipal setting.
- High School Diploma.
- De-escalation training and/or Conflict Resolution training.

Knowledge, Skills & Abilities

- Strong interpersonal and conflict resolution skills for effective communication with others.
- De-escalation training and/or Conflict Resolution training.
- 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 Community Charter and Local Government Act.
- Excellent computer skills, with an ability to operate a networked computer along with various software programs including, Microsoft Office Suite.
- Ability to represent the City at Court hearings.
- Ability to deal in a confident and humane manner with wild or domestic animals.
- Demonstrated ability to tactfully handle confidential enquiries and information.
- Effective organizational skills with an ability to handle conflicting demands and priorities.
- Physical ability to lift up to 50 lbs, when handling animals at large.

Competencies for Success

- Proficient at public speaking and presenting to various stakeholders and levels of authority.
- Animal Control/Safe Animal Handling training and experience.
- Experience with Vadim, iCompass, an asset.

ACKNOWLEDGEMENT

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

Employment for this role is regular, Part-Time, and is benefitted. This is a unionized position and will be a part of CUPE 2093 local. Benefits and vacation are in accordance with CUPE Local 2093 Collective Agreement, and the current rate of pay is $44.34/Hour.

Interested applicants are requested to submit a resume and cover letter in pdf format before **12:00PM (MST) Thursday August 13, 2026**, to careers@fernie.ca titled "Bylaw Enforcement Officer"

Camille Neal, Director of Corporate Services
careers@fernie.ca
PO BOX 190, 501-3rd Avenue
Fernie, BC V0B 1M0

We wish to express our appreciation to all applicants for their interest in applying for this position. However, only candidates selected for an interview will be contacted.

The City of Fernie is committed to diversity, equity and inclusion in the workplace and during the recruitment process. We welcome applicants from all qualified individuals, including those who belong to equity-deserving groups. If you require accommodation to participate in the recruitment process, please inform us when you apply, and we will make every effort to meet your needs. Staff can be reached at careers@fernie.ca or reached at 250-423-2242 to arrange for accommodation.

The City of Fernie strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, City of Fernie will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.