DISTRICT OF
Vanderhoof

Employment Opportunity

Posted: September 16, 2026

Protective Services Officer
Temporary Position
Up to 12 months

Reporting to the Director of Protective Services/Fire Chief, the Protective Services Officer is responsible for investigating complaints and responding to inquiries related to municipal bylaws and applicable provincial statutes. The position focuses on enforcing District bylaws through education, promotion of voluntary compliance, and where necessary, prosecutorial or administrative enforcement action.

The Protective Services Officer conducts inspections related to bylaw compliance and works collaboratively with other District departments to support regulatory compliance. The position also provides administrative and clerical support to the Protective Services Department and assists with the interpretation and enforcement of building-related, fire-safety, property-related and business licensing bylaws.

This is a uniformed position involving a combination of indoor and outdoor work.

DUTIES

- Receive, investigate, and respond to bylaw complaints, calls, and inquiries from the public, Council, and District departments
- Conduct site inspections and monitor activities to determine compliance with District bylaws
- Promote voluntary compliance through education, mediation, and informal resolution whenever possible
- Conduct proactive patrols within the district of Vanderhoof for the purpose of enforcing District bylaws
- Conduct foot patrols in the downtown core for the purposes of parking infractions.
- Assist the Vanderhoof Fire Department with traffic control when required
- Issue warning notices, bylaw offence notices, municipal ticket information, orders to comply, and court orders as required
- Conduct investigations, gather and document evidence, prepare files for adjudication hearings or Crown Counsel, and provide testimony in court
- Investigate and enforce property-related bylaws, including matters related to unsightly premises, property maintenance, zoning compliance, land use, parking, noise, and nuisance issues
- Prepare unsightly property and property standards correspondence and conduct follow-up inspections to ensure compliance
- Monitor vacant, derelict, or problem properties and coordinate enforcement actions as required
- Respond to complaints related to encroachments, illegal structures, unauthorized land use, and property-related public safety concerns
- Provide investigative and enforcement support to other District departments and relevant contractors
- Patrol District parks and assist Parks staff as required
- Create, maintain, and manage accurate enforcement files and records
- Prepare monthly, quarterly, and annual enforcement statistics and reports
- Research and prepare reports related to enforcement policies, procedures, programs, and bylaws
- Assist in preparing reports and correspondence for Council
- Provide advice and guidance to staff, Council, and the public regarding bylaws, enforcement processes and business licensing requirements.
- Recommend amendments and updates to District bylaws and assist with the writing of District bylaws

- Provide administrative and clerical support to the Protective Services Department, including records management, correspondence, and permit-related documentation
- Provide administrative and clerical support for the business licensing program, including application intake, file management, correspondence, and coordination with internal departments
- Assist with ensuring building permit and business license applications are processed efficiently and in accordance with District Bylaws and established timelines
- Assist in providing general guidance and information to developers, designers, business owners, contractors, and the public regarding building and fire safety bylaws, business licensing bylaws and related permit processes
- Assist with enforcement of building, fire safety and business-related bylaws**,** excluding inspections or duties governed under the BC Building Code or Fire Code
- Liaise with police, contractors, and other District departments to coordinate investigations, share information, and resolve complaints
- Work collaboratively as a member of a small, multi-disciplinary team
- Perform other related duties as assigned.

SKILLS

- Ability to interpret, apply, and enforce municipal bylaws, policies, and related provincial legislation
- Strong knowledge of bylaw enforcement principles, investigative techniques and evidence gathering
- Ability to promote voluntary compliance through education, mediation, and problem solving
- Excellent oral and written communication skills, including the ability to prepare clear reports, correspondence, and enforcement documentation
- Demonstrated ability to deal tactfully, diplomatically, and professionally with the public, business, contractors and District staff
- Strong conflict resolution skills and de-escalation skills, with the ability to manage confrontational or emotionally charged situations
- Ability to work independently with minimal supervision while contributing effectively as part of a small, muti-disciplinary team
- Sound judgement and decision-making skills, with the ability to apply discretion consistently and fairly
- Strong time management and organizational skills, with the ability to prioritize competing demands and meet established timelines
- Research and analytical skills to interpret bylaws, investigate complaints, and compile accurate evidence and reports
- Attention to detail and accuracy in maintaining records, files and enforcement statistics
- Proficient with Microsoft Office and electronic records management systems
- Ability to handle confidential, sensitive and legally privileged information with discretion and impartiality
- Ability to work outdoors in all weather conditions and conduct site visits as required
- Physical ability to safely perform the duties of the position, including walking, standing, and navigating varied terrain

QUALIFICATIONS

- Completion of grade 12;
- Completion of Level 1 Bylaw Enforcement is required;
- Two (2) to three (3) years of experience in bylaw enforcement, law enforcement, regulatory compliance, or a related field;

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- Eligible for membership in LGCEA;
- Experience in municipal government is considered an asset;
- Knowledge of municipal bylaws, enforcement procedures, and applicable provincial legislation;
- Strong ethical standards, professionalism, and attention to detail;
- A valid BC Class 5 driver's license;
- A clean driver's abstract; and
- A satisfactory police information check.

This is a 35 hour per week unionized position, working Monday to Friday, at a rate of $36.44 per hour.

The District is committed to diversity, equity and inclusion. We encourage applications from all qualified individuals. Please submit your resume and driver's abstract to vanderhoof.ca by Wednesday, September 30, 2026 at 4:30pm.

We want to thank all applicants, however only those selected for an interview will be contacted.