



BYLAW COMPLIANCE AND ENFORCEMENT OFFICER (FULL TIME TEMPORARY)

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots and we celebrate the one-of-a-kind character of our community. We offer competitive salaries, excellent benefits, numerous employee wellness incentives and professional development opportunities.

Summarized Position Responsibilities:

This position will investigate complaints received from the public and other sources to determine compliance with municipal bylaws. Provide education and direction, as well as applying sound judgement and discretion implementing graduating enforcement principals to achieve the primary goal of obtaining compliance. Maintain a high level of professionalism working in an environment with difficult clientele while frequently subject to public and media scrutiny.

As a Bylaw Compliance and Enforcement Officer, you will carry out the duties of the position in accordance with established safe work procedures as required by Occupation Health and Safety Regulation.

Our Ideal Candidate:

- Bylaw Enforcement certificate, or equivalent combination of education and experience
- Minimum of 2 years experience as either a Bylaw or Peace Officer
- Occupational First Aid level 1 or greater Certificate
- Certified "use of force options" training
- Valid Class 5 B.C. Driver's License
- Ability to correctly read and interpret municipal law and regulation
- Necessary knowledge of provincial and federal legislation in relation to bylaw enforcement
- Current RCMP Criminal Records Information
- Demonstrated computer skills in Microsoft Office Suite (Outlook, Word, Excel) and the ability to use computerized databases
- Excellent communication and listening skills
- Ability to exercise courtesy, tact and diplomacy in sensitive and/or conflict situations, often in the face of substantial and unwarranted verbal abuse
- Ability to be perceptive and persuasive
- Legible handwriting and the ability to communicate in writing
- Good organizational skills

Applications are accepted online at westkelownacity.ca/jobs. We thank all applicants for their interest; however only those selected for further consideration will be contacted.

Competition No. 23-36E, Closes June 11, 2023
Full Time – Temporary 40 hrs/wk | \$35.24/hr