



## **BYLAW COMPLIANCE & ENFORCEMENT OFFICER (seasonal and term positions)**

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, an earned time off program and professional development opportunities. Build your future with a City who was proudly presented the 2023 BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace.

Our Bylaw Department has openings for both seasonal and term Bylaw Compliance & Enforcement Officer positions. The seasonal position will be working 6 months annually 40 hours per week. The term position will be for a minimum 1 year with opportunity to be extended to 2 years, this role will require completion of both Bylaw Level 1 and Level 2 certificate or equivalent, and relevant experience.

### **Summarized Position Responsibilities:**

Bylaw Compliance & Enforcement Officers endeavour to maintain compliance with bylaws through a presence, education, and enforcement when necessary. Working alone and as a team, the Officers are expected to be a visible presence and at times conducting foot and/or E-bike patrols to investigate complaints, provide guidance, liaise with other city departments, issue tickets, enforcement orders, and attend court/adjudications when required. Essential skills include the ability to maintain clear and concise reports, documentation, and record keeping.

### **Our Ideal Candidate:**

- Grade 12 education, plus completion of Bylaw I/II Enforcement certificate
- Defensive tactics training such as PPCT, IMIM or equivalent
- Experience as either a Bylaw or Peace Officer
- Occupational First Aid Level I
- Current Police Information Check
- Ability to correctly read and interpret municipal law and regulation
- Necessary knowledge of provincial and federal legislation in relation to bylaw enforcement
- Good physical condition and be able to work outside in all types of weather including ability to ride on an E-bike
- Valid Class 5 B.C. Driver's License

**Applications are accepted online at [westkelownacity.ca/jobs](https://westkelownacity.ca/jobs).** We thank all applicants for their interest; however only those selected for further consideration will be contacted. We will be contacting applications who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified. Applicants will need to include a current drivers abstract with their application. A drivers abstract can be obtained through the ICBC website. A police check will be required later in the stage if selected.

**Competition No. 24-14E, Closes April 15, 2024  
40 hrs/wk | \$35.24/hr - \$37.22/hr (2023 rates)  
Benefits | Municipal Pension Plan**

**Human Resources Department  
2760 Cameron Road, West Kelowna, BC V1Z 2T6  
[westkelownacity.ca/jobs](https://westkelownacity.ca/jobs) | 778-797-1000**