Bylaw Enforcement/ Community Safety Officer

Full Time Temporary

Find out why our AMAZING employees love working for the City of Port Coquitlam!
Affectionately known as "PoCo", we are an award-winning values-based organization made up of a diverse and dedicated team of people who care deeply about the community they serve.

This is inspectional, regulatory and enforcement patrol work to ensure compliance with provincial statutes, municipal by-laws and regulations. This position includes community safety patrols of the downtown core, parks and trails and liaising with local residents and businesses to identify and address street level bylaw infractions. The work involves extensive public contact and community liaison requiring exercise of considerable independent judgement, tact and diplomacy, all of which is performed within policy, by-law and regulation limits. This is a temporary position with a term anticipated to be between twelve and eighteen months in duration. The successful incumbent to this position may be scheduled to work both evening and weekend shifts.

Some of the key responsibilities of this position include but are not limited to:

- Investigates and processes complaints concerning bylaw infractions and violations; enforces regulations and bylaws related to zoning, secondary suites, business licenses, unsightly premises, littering, streets and traffic, unlawful use of public and private space, dogs, nuisances, sprinkling, garbage removal or any other related matter; and coordinates work with other departments as required
- Explain and interpret bylaws, regulations, statutes and other rules to the public; and takes remedial action to obtain bylaw compliance including the issuance of tickets and notices
- Patrols streets and lanes within the City to prevent, identify and take appropriate action for enforcement of bylaws and regulations
- Attends calls and complaints regarding bylaw infractions; explains and interprets bylaws and regulations to the public; and prepares reports as required on matters referred to by supervisor
- Verifies current business license information; and answers inquiries with respect to business licenses
- Works with the Coordinated Enforcement Team to investigate and takes action on problem properties
- Prepares correspondence and reports; and records and files related to inspections and investigations
- Gathers evidence and prepares information for prosecution; gives evidence in court cases involving violations of applicable bylaws
- Provides input in drafting by-law revisions as required

The successful candidate for this position will have:

- Completion of Grade 12 supplemented by courses in conflict resolution, communication and bylaw enforcement; plus, sound experience in inspectional and enforcement work; or an equivalent combination of training and experience
- Driver's License for the Province of British Columbia – Class 5

Why should you consider working for us?

- Our organization is the ideal size for you to make a difference and have an impact
- We care deeply about our community
- We have a strong learning culture and want our people to grow and succeed
- The hourly rate of pay for this position is $3000.49 - $3434.17/bi-weekly based on 2025 rate of pay plus a comprehensive benefit package upon successful completion of a four-month probationary period.
- We are a living wage employer

Qualified individuals are encouraged to apply online by **September 20, 2026,** at **www.portcoquitlam.ca/cityjobs** quoting competition number **26-094e**.

The City wishes to thank all applicants for their interest and advise that only those to be interviewed will be contacted.
To be considered for this position, please ensure all applicable certifications and licenses are uploaded with your resume and cover letter.
The City of Port Coquitlam will conduct a criminal record check.