

Bylaw Enforcement Officer

Job Type: Auxiliary
Employment Group: CUPE Inside
Date Posted: June 23, 2023
Closing Date: July 9, 2023
Job Category: Building, Bylaw & Licensing
Branch/Location Office: Port Moody City Hall
Salary Range: \$36.94 - \$39.74/Hour (2021 rates)
www.portmoody.ca/careers

The City of Port Moody is searching for a customer service oriented individual who works well independently for the position of Auxiliary Bylaw Enforcement Officer.

This is a field position responsible for monitoring compliance to appropriate bylaws within the City and identifying non-compliance issues of the City's Bylaws. This position will assist with project work and with the drafting and review of bylaws. A flexible work schedule is anticipated; weekend and evening work will be required.

Please note that employment with the City of Port Moody is subject to the receipt of a satisfactory police information check as well as a satisfactory driver's abstract.

The City of Port Moody strives to be an employer of choice and offers an excellent benefits package as well as professional development opportunities and, for some positions, remote work opportunities.

Basic Qualifications:

- Grade 12 supplemented by minimum 6 months of related college and/or technical courses including completion of Bylaw Levels I & II
- Two years of related experience, preferably in Municipal by-law enforcement
- Knowledge of and experience with animal control and traffic safety
- Excellent conflict resolution skills are essential
- Ability to make decisions and use independent judgment

- Thorough knowledge of the Community Charter, Municipal Ticketing Information System, Federal, Provincial and Municipal laws and courtroom procedures
- Experience with bylaw and licensing computer systems as well as Microsoft Word/Excel
- Excellent attention to detail, written and verbal communication, and public relations skills
- A valid BC Class 5 Driver's License