



SQUAMISH

HARDWIRED *for* ADVENTURE

The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.

Internal Job Posting

Position:	Bylaw & Animal Control Officer
Status:	Regular Full-Time
Work Area:	Bylaw & Animal Control
Posting Date:	May 11, 2023
Closing Date:	Until position filled.

GENERAL SUMMARY

Under the general supervision of the Bylaw & Animal Control Manager, the Bylaw & Animal Control Officer is responsible for field and administrative work related to the enforcement of Municipal bylaws.

KEY RESPONSIBILITIES

Bylaw Enforcement Duties

- Receives, prioritizes, and investigates complaints regarding alleged infractions of the District of Squamish Regulatory Bylaws, and takes the appropriate action.
- Proactively patrols the Municipality to detect violations of Municipal bylaws.
- Informs and educates bylaw violators of the nature of the bylaw offence, and actively seeks to resolve disputes or infractions informally to gain voluntary compliance.
- Issues Warning Notices of Violation, Bylaw Offence Notices, and Municipal Ticket Information.
- Prepares and submits applications for Warrants and assists in preparation of documents for other court processes.
- Provides investigative support to other District departments.
- Liaises with other agencies regarding the enforcement of regulations falling within their jurisdiction and coordinates and participates in joint enforcement strategies and efforts.

Animal Control Duties

- Receives, prioritizes, and investigates complaints regarding alleged infractions of the Animal Control Bylaw and other Regulatory bylaws, and takes the appropriate action.
- Patrols the District to detect violations of the Animal Control Bylaw
- Impounds, cares for, and releases impounded animals; handles livestock, injured and diseased animals, and transports accordingly.
- Explains and interprets the Animal Control bylaw and other Regulatory bylaws, regulations, procedures, and policies and conveys information to others clearly and concisely, both orally and in writing.
- Informs and educates bylaw violators of the nature of the bylaw offence, and actively seeks to resolve disputes or infractions informally in order to gain voluntary compliance.
- Issues Warning Notices of Violation, Bylaw Offence Notices, Municipal Ticket Information's, Orders to Comply, Court Orders, and requests Warrants.
- Prepares any necessary Court documents and files, prosecutes alleged Animal Control Bylaw violations, and other Bylaw violations as necessary, and provides evidence in Court.
- Monitors and assists in the leading and evaluating of Animal Control Assistant staff.
- Sells dogs and dog licences, processes fees and fines, issues receipts and balances cash.
- Maintains administrative files and records, and prepares routine correspondence, and reports to Council.
- Handles livestock, injured and diseased animals, and transports accordingly.
- Assists with training, leading and evaluating Animal Control Assistant staff.
- Assists with the cleaning of the Shelter and the care of the animals as necessary, and obtains supplies when required.
- Assists veterinary surgeon with the control of animals during treatment.

Customer Service and Administration Duties

- Contributes to the success of our team, creation of our community, and delivering outstanding customer service internally and externally by fostering the District of Squamish corporate values in their work: thinking beyond today, working together, acting with courage and enthusiasm, doing the right thing, and striving to do better every day.
- Follows the District of Squamish's Customer Service Guidelines to ensure the Delivery of Outstanding Service.



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- Explains and interprets the Animal Control bylaw and other Regulatory bylaws, regulations, procedures, and policies and conveys information to others clearly and concisely, both orally and in writing.
- Maintains administrative files and records, and prepares routine correspondence, and reports to Council.
- Prepares any necessary Court documents and files, prosecutes alleged Animal Control Bylaw violations, and other Bylaw violations as necessary, and provides evidence in Court.
- Other duties as required.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Excellent interpersonal and communication skills and the ability to provide effective customer service.
- Excellent conflict resolution skills and the ability to diffuse hostility in an effective manner and consistently maintain a professional and diplomatic demeanour.
- Must be able to meet the physical demands of the position including lifting at least 34 kg (75lbs) and working in adverse weather conditions.
- Ability to work both independently and interdependently while exercising sound judgement and initiative.
- Proven experience, thorough knowledge and the ability to demonstrate the principles, methods and equipment used in the capture, care, handling and safe transportation of injured, vicious, or stray animals.
- Thorough knowledge of the District's Animal Control Bylaw, related legislation and regulations, other municipal bylaws, and the Community Charter.
- Ability to work safely and in compliance with the District of Squamish Health and Safety Policy, WorkSafe BC and other related health and safety regulations.
- Knowledge of court and adjudication procedures, rules of evidence and investigational techniques.
- Ability to deal with confidential and sensitive information with a high degree of discretion and impartiality.
- Excellent time management and organization skills
- Thorough knowledge of business English, basic arithmetic and modern office practices and procedures.

REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Valid BC Class 5 Driver's licence with a safe driving record
- Grade 12 supplemented with demonstrated enforcement experience related to the work
- Ability to obtain and maintain RCMP Security Clearance

AND

- Bylaw Compliance, Enforcement and Investigative Skills Certificate Program Level 1 and 2 and a certificate in Animal Control Basic Training from a recognized institution

AND

- Two year enforcement related experience with a minimum of two years' experience in the care and handling of animals in an institutional setting.

OR

- An equivalent combination of education, training and experience

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

Hours of Work: Regular hours of work will be 8 hours per day, 40 hours per week. Five consecutive days Monday to Sunday between the hours of 6:00am and 9:00pm with two consecutive days of rest (subject to change).

Salary: \$31.10 per hour (2021 rate)

This is a Union position within the Collective Agreement of CUPE Local 2269 and the District of Squamish.

Direct Your Application (Quoting Competition #) To: #23-51

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3 E-mail: jobs@squamish.ca



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As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence AccessibilityHR@squamish.ca. We thank all applicants for applying.