

## Bylaw Compliance Officer – Seasonal Part Time Term Role (up to 20 hours per week)

Are you naturally collaborative, service-oriented and community-focused? Do you want to make a difference in your community and be part of an organization that has a direct impact on the quality of life of residents in the Comox Valley? At the Comox Valley Regional District (CVRD) we are committed to fostering a respectful, inclusive, equitable and diverse workplace which is representative of the community we serve. Our core values-**collaboration**, **service**, **accountability** and **sustainability** help guide us in everything we do. If you share our commitment and values, please consider applying with us.

In addition to the Comox Valley being an attractive geographic location to live and play, rich in rural agriculture, vibrant urban development, meandering coastline and dramatic mountains, working at the CVRD provides work/life balance through flexible work options, competitive salary and wages, employer-paid benefits package, and municipal pension plan. At the CVRD we value continual learning and growth and support employees' development through technical, professional, and leadership training.

Working with the CVRD is a plus for everyone. To learn more, visit our website at [www.comoxvalleyrd.ca/about/careers/work-cvrd](http://www.comoxvalleyrd.ca/about/careers/work-cvrd)

We are accepting applications for a part time term – **Seasonal Bylaw Compliance Officer** (May to September) to join our team. Hours of work will vary and may include days, evenings and weekends. Reporting to the Senior Manager of Building and Bylaw Compliance, the primary responsibilities of this role include:

- Responding to and investigating complaints of alleged infractions of CVRD regulatory bylaws including conducting site inspections, and collecting and maintaining evidence.
- Patrolling CVRD parks and educating the general public on CVRD bylaws.
- Documenting information and maintaining a database on all written complaints within established timelines.
- Preparing correspondence to complainants, alleged offenders, and public and government agencies as required.
- Enforcing compliance with bylaws by following the Bylaw Enforcement Policy and Procedures, which include encouraging voluntary compliance, issuing

warnings and offense tickets under the Municipal Ticket Information (MTI) bylaw, and preparing and serving affidavits for Long Form Prosecutions, among other responsibilities.

- Preparing reports for management on complaint files that require CVRD board consideration regarding legal action.
- In conjunction with the Senior Manager of Building and Bylaw Compliance, provides guidance on interpreting CVRD regulatory bylaws and policies.

Our ideal candidate is:

- A skilled communicator with the ability to exercise sound judgement and resolve conflict in a calm and diplomatic manner.
- A strong researcher with the ability to interpret case law and legal files.
- Comfortable preparing documentation and presenting evidence in Court.
- Safety-conscious with a demonstrated commitment to safe work practices.
- Detail oriented with the ability to keep accurate and complete records.
- Experienced in conflict resolution (preferably certified in mediation, conflict resolution or anger management) and comfortable exploring possible resolutions in an environment when emotions are high and the potential for verbal and physical abuse exists.
- Educated with over one and up to two years in a post-secondary program in bylaw enforcement, investigation or mediation.
- Experienced in the enforcement of municipal bylaws (or investigative and/or enforcement work) with over three up to four years of directly related experience, including: knowledge of provincial statutes, local government bylaws, contract and municipal law and the court system in BC.

A valid BC Class 5 driver's license is required for this role. Successful candidates will be required to consent to a Canadian Criminal Record Check.

This is a CUPE Local 556 with a current wage rate of \$41.10 per hour, plus 10 per cent in lieu of benefits and sick leave with vacation pay being prorated.

To review the complete job description and to apply go to [www.comoxvalleyrd.ca/jobs](http://www.comoxvalleyrd.ca/jobs).

The closing date for this position is April 16 at 3:00 pm. Applications for available positions with the CVRD must be received prior to the indicated closing date and time. We appreciate all applications; however, only short-listed candidates will be contacted.

If your application is shortlisted, you will be contacted in a timely manner to arrange an interview. Virtual or in-person interviews are available.

*The CVRD respectfully acknowledges the land on which it operates is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.*

*The CVRD is committed to providing a safe, respectful and inclusive work environment. We celebrate diversity and welcome applications from all qualified candidates.*