



**The wild's calling...dare to answer.  
We're on the lookout for an adventurous spirit to add to our herd:**

## **BYLAW ENFORCEMENT OFFICER**

Are you able to build a solid den and keep the roof from falling in on your cubs? Do you have a nose like a fox, able to sniff out problems? If you also have a sharp mind and engaging personality that enable you to resolve issues, the District of Elkford is scouting for you.

Hear the howls? The District of Elkford invites you to respond to our call of the wild.

## **THE COMMUNITY**

Located in the Elk Valley in the southeastern corner of British Columbia, Elkford is a picturesque Rocky Mountain town that was founded in 1971 as a home for coal miners working at the newly established Fording Coal Operations. Your partner needs a job too? Four metallurgical coal mines in the surrounding area are actively hiring in all areas of operations. Elkford has a current population of approximately 2,750 residents, with affordable housing in a beautiful mountain setting.

When you find Elkford on a map, you might think it is simply the end of the road, but spend some time here and you'll soon realize it's the beginning of something special. Elkford is largely undiscovered by lovers of backcountry recreation. Pristine natural wilderness is highlighted by proximity to the Elk Lakes Provincial Park, Koko Claims snowmobiling area, world class fly-fishing on the Elk River, a local ski hill, golf course, and a full range of community recreational amenities usually only found in much larger centres.

Elkford remains a place where nature prevails, and where humanity borrows a bit of space. Wilderness remains core to what the community is and wants to be—the start of active adventure and the passive pursuit of a serenity as big as the mountainous expanse surrounding the town.

## **THE OPPORTUNITY**

Under the general direction of the Director of Fire and Emergency Services (Fire Chief), the Bylaw Enforcement Officer will perform a variety of duties that include carrying out inspections for compliance with District bylaws and regulations; informing and educating people of regulatory bylaw offences and/or requirements; enforcing compliance where necessary; administering the District's Municipal Ticketing Information (MTI) bylaw and attending court on the District's behalf. Responds to administrative and public enquiries regarding bylaw enforcement and animal control issues and prepares correspondence and documentation. The work involves considerable public relations and requires the exercise of independent judgement, action, tact, and diplomacy within policy, regulation, and bylaw limits.

**Application deadline: June 7, 2023 at 4 p.m. local time.**

**Interested applicants should forward their cover letter and resume by email only, in confidence, to:**

District of Elkford, Attention: Director of Corporate Services

**Email:** [careers@elkford.ca](mailto:careers@elkford.ca)

We thank all interested individuals for their applications for this position; however, only those selected for an interview will be contacted. For more information about the position, including salary range and benefits, please contact us at [careers@elkford.ca](mailto:careers@elkford.ca).



District of Elkford  
744 Fording Drive PO Box 340 Elkford, B.C. V0B 1H0  
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### EMPLOYEE POSITION DESCRIPTION

<b>Position Name:</b> Bylaw Enforcement Officer	<b>Department:</b> Elkford Fire and Emergency Services	<b>Date:</b> May, 2023
<b>Classification:</b> Exempt	<b>Supervisor's Title:</b> Director of Fire and Emergency Services	<b>Date of Revision:</b>

#### **JOB SUMMARY**

Under the general direction of the Director of Fire and Emergency Services, the Bylaw Enforcement Officer will perform a variety of duties that include carrying out inspections for compliance with District bylaws and regulations; informing and educating people of regulatory bylaw offences and/or requirements; enforcing compliance where necessary; administering the District's Municipal Ticketing Information (MTI) bylaw and attending court on the District's behalf. Responds to administrative and public enquiries regarding bylaw enforcement and animal control issues and prepares correspondence and documentation. The work involves considerable public relations and requires the exercise of independent judgement, action, tact, and diplomacy within policy, regulation, and bylaw limits.

The Bylaw Enforcement Officer is an effective team member whose contributions assist in the achievement of the Department and organizational objectives.

#### **NATURE, SCOPE, AND SPECIFIC ACCOUNTABILITIES**

##### **Bylaw Enforcement & Animal Control**

1. Promotes and enforces regulatory policies and bylaws of the District of Elkford through both pro-active and complaint driven means via District policies and procedures and/or direction from supervisors. Patrols, investigates and follow-up activities may be both in and outside of normal working hours.
2. Investigates and follows up with complaints, records of concern and bylaw infractions & offences with regards to all current District regulatory bylaws, policies or directives that may be in place as received from the public and/or directed from supervisors in a timely manner.
3. Interprets bylaws and other regulations with those involved and attempt to reach an understanding and obtain voluntary compliance with the bylaw; and if compliance is not reached use the bylaw notice enforcement and/or adjudication systems currently in place.
4. Performs routine clerical work related to investigations of complaints, licensing, record keeping and related matters including drafting of enforcement-related letters.

5. Maintains a logical and orderly filing system in conjunction with the District's record management system while keeping detailed and accurate notes & records, compiling statistics, and preparing reports when and where required.
6. Participates in Municipal Ticket Information and/or Bylaw Notice/Adjudication implementation provisions related to District bylaw infraction actions.
7. Picking up and impounding stray domestic animals, coordinating adoption procedures, and transporting domestic animals to a veterinarian as required (e.g., for medical care or humane euthanasia).
8. Conducts best practices research related to procedures, policies and bylaws for possible development, promotion, education implementation and enforcement of District-lead enforcement activities.

### **General Administration**

9. Provides input into the preparation of annual and long-range capital and operational budgets for the Department and monitors expenditures of allocated funds within the approved budget. Prepares cost estimates and other reports as required. Prepares bid documents for acquisition, replacement and disposal of capital equipment as required.
10. Coordinates and liaises with Corporate Services department to ensure that press releases and general statements are released for public information are accurate, e.g., District of Elkford website, social media, local newspapers, and other media outlets.
11. Assists in the review of development applications and capital projects to ensure compliance with the District bylaws and makes recommendations for consideration by the Director of Planning and Development Services, Director of Engineering and Public Works, CAO and/or Approving Officer.
12. Builds and maintains effective communication and coordination with internal and external contracts including local, provincial, and federal governments, utilities and other public safety and emergency response agencies, consultants, contractors, District staff and the general public.
13. Ensures the safety and security of staff, public, facilities and equipment by managing the implementation and maintenance of appropriate workplace safety and general risk management programs, policies, and procedures; reports unsafe and/or insecure situations in accordance with regulations and District standards; directs the implementation of emergency procedures as appropriate.
14. Undertakes other assigned duties as required by the Director of Fire and Emergency Services.
15. Ensures that all records are maintained for incidents on bylaw compliance and other conventional and electronic departmental data, documents, reports, drawings, and correspondence are maintained in accordance with the District's records management systems and best practices.

### **TYPICAL QUALIFICATIONS**

#### **Education:**

- Completion of Grade 12
- Courses in Conflict Management

**Occupational Certificates, Licenses, Associated Memberships:**

- Required:
  - Current (full privilege) BC Class 5 driver's license
  - Current Driver's abstract (within 90 days)
  - Bylaw Compliance, Enforcement, and Investigative Skills Level 1 or equivalent. (Level 2 preferred).

**Experience:**

- Sound experience (3 – 5) as a Bylaw, Compliance or Peace Officer in a municipal setting, law enforcement or other related regulatory and enforcement.

**Knowledge, Skills and Abilities:**

- Considerable knowledge of municipal and provincial regulations relating to bylaw enforcement, Bylaw/Peace Officer authorities, rules of evidence, adjudication process and sound knowledge of court proceedings.
- Satisfactory Police Information Check with Vulnerable Sector
- Strong empathy, awareness and sensitivity to community issues.
- Exceptional interpersonal, communication and conflict resolution skills.
- Good computer skills, including Word, Excel, and Outlook.
- Strong ability to problem solve, investigate complaints, interpret and seek compliance with District bylaws and other related regulations.
- Strong ability to use sound judgement and deal tactfully and diplomatically with the public in sensitive and sometimes confrontational situations.
- Knowledge of standard animal welfare and humane animal handling practices and methods.
- Ability to work well as a member of a team and independently.
- Physical ability to frequently undertake site inspections and work in inclement weather.

This job description is an accurate statement of the position's reporting relationship, responsibilities, and qualifications as of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I have read this job description:

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date