

Bylaw Enforcement II/ Animal Control

Application Deadline: 4:00 pm Tuesday September 5, 2023

The District of Mackenzie seeks a customer-oriented individual to join their team in the Bylaw Enforcement/ Animal Control role. Responsible for the enforcement and compliance of the District of Mackenzie Bylaws. The work involves the receipt and investigation of complaints, taking action to achieve compliance of violators by verbal and/or written notice or by taking action authorized by the Bylaw to gain compliance including the laying of charges. Assists in drafting amendments to District Bylaws, prepares and maintains reports and records as required. Attend court appearances for prosecution when required.

This role will assist with Animal Control, including the control of stray animals, their care, feeding, release, and treatment. The work also involves the registering of impounded animals, contacting animal owners, collecting fees for the licensing, maintaining and releasing of animals; maintaining pound administrative and financial records. The work is differentiated from the Bylaw Enforcement/Animal Control I by the wider variety of tasks carried out under a minimum of supervision and the involved supervisory nature of the work.

Located in the scenic Northern Rocky Mountain Trench 185 km north of Prince George, Mackenzie offers superb four-season outdoor recreation opportunities and an exceptional quality of life. Housing costs are among the most affordable in the province. Residents are involved in community life with numerous service organizations, community clubs and groups, catering to a variety of interests. The local Recreation Centre, with arena, swimming pool, fitness center, community hall and library is viewed as the hub of the community. All these amenities with the safety afforded by small town living makes Mackenzie ideal for young working families.

To qualify for this position, your education will include completion of grade 12 along with Bylaw Enforcement and Investigation Skill Level 1 & 2 from Justice Institute of BC or equivalent. You must possess a valid Class 5 BC driver's license. You will have considerable knowledge of local Bylaws and have proficient computer skills. The successful applicant must be a team player with a positive attitude who collaborates with others; has the ability to deal courteously, tactfully and diplomatically with members of the general public, as well as internal and external customers. The successful applicant will be subject to a criminal record check.

This position is 40 hours per week at an hourly rate of \$34.55. If you feel your education and experience have prepared you for a position such as this, please submit your resume and covering letter detailing your work experience, education and qualifications to:

District of Mackenzie
Bag 340 – 1 Mackenzie Blvd.
Mackenzie, BC, V0J 2C0
Attention: Kaleena Wilson, Human Resources Coordinator
Email: kaleena@districtofmackenzie.ca

The District thanks all interested applicants in advance, however only those short-listed will be contacted.