



**COWICHAN VALLEY
REGIONAL DISTRICT**

EMPLOYMENT OPPORTUNITY

Position: Manager, Bylaw Enforcement

Division: Building Inspection & Bylaw Enforcement

Type: Regular Full Time, Exempt

Application Deadline: July 7, 2023 by 4:30 pm

Applications: Qualified applicants are invited to apply online at careers-cvrd.icims.com

Competition Number: 23118-E

Majestic mountains, the rugged West Coast Trail, serene lakes, and one of the world's tallest free-standing timber rail trestles all lie in the picturesque Cowichan Valley Regional District (CVRD). Located on Vancouver Island, the CVRD provides a wide range of local government services to a population of 80,000 within its 4 distinct municipalities and 9 electoral areas. Just 50 km north of Victoria and 30 km south of Nanaimo, the Cowichan Valley offers a warm climate and numerous parks, recreational, cultural, and social opportunities.

Are you a leader with strong communication skills and a customer service approach to problem solving? Then we are looking for you. The Cowichan Valley Regional District is now accepting applications for the regular full time exempt position of Manager, Bylaw Enforcement in the Building Inspection & Bylaw Enforcement Division within the Operations Department.

General Information

Reporting to the Senior Manager, Building Inspection & Bylaw Enforcement, the Manager, Bylaw Enforcement is responsible for leading a team of dedicated professionals in the effective delivery of the CVRD's bylaw compliance and enforcement services; overseeing the legal proceedings for related infractions; acting as the Primary Screening Officer for the Bylaw Dispute Adjudication System; as well as overseeing and administering Animal Control services.

Qualifications

- Degree or diploma in a related field from a recognized university
- Minimum of five (5) years experience in enforcement of bylaws, field investigation and court procedures or other related enforcement fields, including two (2) years in a supervisory or management role, preferably in a local government setting
- Justice Institute Bylaw Compliance, Enforcement, & Investigative Skills Level I and Level 2 certifications
- First Aid Level 1 with CPR C
- Valid Class 5 BC Driver's License – employer provide vehicle
- An equivalent combination of education, training and experience may be considered

A full job description listing all the job requirements can be viewed online at careers-cvrd.icims.com.

Hours of Work: The typical work week is 35 hours and will include evenings and weekends as operationally needed. Flextime is offered with this position.

Salary: The CVRD offers a competitive salary commencing at \$100,325.73 per year commensurate with experience plus a comprehensive benefits package including extended health / dental / insurance, pension, paid vacation.

To Apply: Please submit a resume and cover letter at the link above by 4:30 pm on the date indicated. Please include a driver's abstract with your application.

Note that testing may be required during the interview process. Testing is based on the knowledge, skills, abilities and qualifications outlined in the job description.

Date posted: June 14, 2023