CITY OF SALMON ARM

Senior Bylaw Enforcement Officer
Full Time Permanent
Union Position

Welcome to Salmon Arm, a vibrant city where a combination of beauty and forward thinking attracts adventurers, entrepreneurs and families of all ages. A place that's open to innovative ways to do more, live more and make more of a difference.

At the City of Salmon Arm, we're more than just local government—we're a team of people who care deeply about our community and take pride in delivering exceptional service. We're looking for a knowledgeable, confident, and people-focused Senior Bylaw Enforcement Officer to join our team in a full-time permanent capacity. This is a Unionized position with CUPE Local 1908. This senior role provides leadership to the Bylaw Enforcement team while supporting fair, consistent, and effective bylaw compliance across the community.

Why Work For Us?
This position plays an important leadership role within the Bylaw Enforcement function, supporting day-to-day operations, mentoring team members, and helping the City resolve complex enforcement matters with professionalism, sound judgment, and a focus on voluntary compliance. We believe great workplaces are built on collaboration, respect, accountability, and a shared commitment to serving our community. In this role, your work directly supports public education, community safety, consistent enforcement practices, and responsive service to residents, businesses, and visitors.

If you are an experienced bylaw professional who values education-first compliance, clear communication, practical problem solving, and positive team leadership, we'd love to hear from you. The position's core duties include, but are not limited to:

Responsibilities

- Provide oversight, mentorship, coaching, and leadership to Bylaw Enforcement Officers.
- Coordinate day-to-day bylaw enforcement operations, including file allocation and related administrative approvals.
- Investigate and process complex bylaw complaints and conduct enforcement in a comprehensive, timely, and professional manner.
- Focus on public education and voluntary compliance, using enforcement tools such as ticketing when required.
- Prepare and maintain accurate records, correspondence, legal documents, reports, and performance information related to bylaw enforcement matters.
- Liaise with the public, City staff, government agencies, solicitors, and other professionals on bylaw enforcement issues.
- Support policy and procedure improvements, assist with reporting to management and Council, and attend court as required.

Required Qualifications

- Grade 12 graduation or equivalent, supplemented by post-secondary education in a related discipline such as bylaw enforcement, criminology, or municipal administration.
- Completion of Bylaw Compliance, Enforcement and Investigative Skills I and II from a recognized institution.
- A minimum of seven (7) years' experience as a Bylaw Enforcement Officer.
- Three (3) years of bylaw enforcement supervisory or policing experience, preferably in a unionized local government environment.

- Sound knowledge of local government bylaws, enforcement processes, court procedures, evidence gathering, and related Federal and Provincial legislation.
- Strong investigative, report writing, conflict resolution, interpersonal, and communication skills.
- Proficiency with Microsoft Office Suite, including Outlook, Word, and Excel.
- A valid Class 5 BC Driver's License is required.

For more information, we encourage you to check out our full Job Description on the Careers Page on the City of Salmon Arm's website.

Remuneration for this position is in accordance with the CUPE Local 1908 and City of Salmon Arm's Collective Agreement, with the wage range between $49.62 to $53.09 (Step 1 to 3) per hour. As a condition of employment, the successful candidate will be required to join the CUPE Local 1908 and pay union dues via payroll deduction.

We look forward to you submitting your resume and cover letter should your experience and qualifications align with the job description. Please submit your resume and cover letter to our Human Resources department at humanresources@salmonarm.ca. This position will only remain open until filled.

We sincerely thank all applicants for their interest; however, only those candidates selected for an interview will be contacted.