



CITY OF COLWOOD JOB POSTING

POSTING ID #: COC20190208

POSITION TITLE: BYLAW COMPLIANCE OFFICER

DEPARTMENT: BUILDING & BYLAW

POSITION TYPE: FULL TIME REGULAR, UNION POSITION

POSTING TYPE: INTERNAL/EXTERNAL

SALARY: Pay Grade #10 \$34.57/hr (2019 rate)

HOURS OF WORK: 35 hours per week, Monday – Friday between the hours of 8am – 5pm

BENEFITS: A comprehensive benefits plan as per the terms of the Collective Agreement.

The City of Colwood has an opportunity for a **FULL TIME REGULAR BYLAW COMPLIANCE OFFICER**. This is a UNION position with CUPE, local 374.

NATURE AND SCOPE OF WORK

Under the direction and supervision of the Manager of Building Inspections & Bylaw Services; the incumbent is responsible for maintaining case files, conducting inspections, and investigating complaints with a goal to achieving voluntary compliance in accordance with City policies and applicable bylaws and regulations.

The incumbent is expected to exercise independent judgement in accomplishing the work and must complete all investigations with initiative and diplomacy.

A complete job description is available at www.colwood.ca/careers

POSITION REQUIREMENTS:

1. Completion of grade 12 certificate or equivalent.
 2. BC Justice Institute Bylaw Enforcement and investigative Program, Level 1
 3. Preference will be given to those candidates who have experience in enforcement of municipal bylaw or a related area, including dealing with people in difficult situations, bylaws or regulations, and court procedures.
 4. Valid Class 5 B.C Driver's License; a satisfactory current driver's abstract required.
 5. Satisfactory criminal record check.
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Using the subject line **POSTING ID# COC20190208**, please submit your resume and cover letter, in confidence, to **Paul Preston, Manager of Building Inspections and Bylaw Services** at careers@colwood.ca.

Applications will be accepted until 4:30pm on Friday, February 22, 2019.