



CITY OF COLWOOD

JOB DESCRIPTION

TITLE: BYLAW COMPLIANCE OFFICER (Position description under review)

DEPARTMENT: BUILDING & BYLAW

POSITION TYPE: FULL-TIME PERMENENT UNION POSITION

PAY GRADE: PAY GRADE 10

LAST UPDATED: JANUARY 2019

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.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Ensure that each complaint of an alleged bylaw infraction is dealt with promptly and thoroughly with fairness and diplomacy.
2. Conducts inspections and investigations gathering evidence for presentation in court in accordance with City policies and procedures.
3. Maintains accurate manual and electronic records of inspections, investigations, and enforcement actions.
4. Manages project files and refers to other departments and/or regulatory agencies when specialized information is required.
5. Liaises with City of Colwood departments, external agencies and Legal Counsel as necessary to ensure compliance with applicable bylaws and regulations.
6. Researches and responds to inquiries from the general public and staff; provides recommendations on City policies, procedures, bylaws and regulations.
7. Prepares correspondence related to active bylaw files.



8. Prepares and submits documentation necessary for litigation, including reports to Crown Counsel, serving summons, swears information and testifying in court.
9. Acts as Crown Counsel during court proceedings for relevant offences.
10. Issue warnings and tickets in accordance with City policies and procedures.
11. Contributes to the accuracy and completeness of the departmental records, files and technical library.
12. May provide orientation training to new or temporary staff.
13. Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

- Completion of grade 12 certificate or equivalent.
- BC Justice Institute Bylaw Enforcement and investigative Program, Level 1
- 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.
- An equivalent combination of education and experience may be considered.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge and experience of, relevant federal, provincial and municipal statutes, bylaws and regulations.
- Ability to interpret, administer and enforce City bylaws and regulations.
- Ability to work independently without supervision and able to perform well under pressure.
- The ability to deal with difficult people in a situation where bylaws or regulations must be adhered to, in an effective and non-confrontational manner.
- Ability to prepare concise reports and correspondence, and to maintain accurate records and files.
- Working knowledge of court procedures and the legality of various types of evidence.
- Proficient in the use of a variety of software and applications (e.g., MS Word, Excel, Outlook, CityView, and Tempest) and the ability to operate standard office equipment and mobile devices.
- Express ideas effectively in written and oral form.
- Strong initiative with the ability to pursue the organisation's objectives with minimum supervision.
- Must be in good health and have sufficient physical strength and agility to perform the required work activities of this position.

REQUIRED LICENCES, CERTIFICATIONS AND REGISTRATIONS

- Valid Class 5 B.C Driver's License; a satisfactory current driver's abstract required.
- Satisfactory criminal record check.



APPROVED:

INCUMBENT:

DATE:

CHIEF ADMINISTRATIVE
OFFICER

DATE:
