



Bylaw Enforcement Officer

Issue Date: March 16, 2022

Closing Date: June 10, 2022

Job Level: Permanent/Full Time

Posting # 2022-007

Situated across from Alaska's Misty Fiords National Park and at the end of the Portland Canal, Stewart, BC is a unique border town attracting tourists from every corner of the world.

Located in the "Golden Triangle" the economy of Stewart is supported by a varied range of industries including mining and mine exploration, logging, and tourism. A deep-water port with two port facilities it is destined to become a major west coast port for distribution of ore, logs and other commodities.

Stewart is rich with history and those who visit often wish they could stay. The current population is about 400 but with two mines set to go into production we are at the precipice of another boom era. Life may be relaxed here but there is never a dull moment!

If you are looking for a beautiful destination with fishing, wildlife, hiking and breathtaking scenery, Stewart welcomes you!

Nature & Scope of Work

Reporting to the Chief Administrative Officer, the Bylaw Enforcement Officer carries out a range of investigation and enforcement functions. They regulate persons, companies, entities, conditions, properties to ensure appropriate compliance to municipal bylaws. Officers proactively and reactively investigate bylaw violations, seeking for compliance through education and enforcement options. Officers have daily public contact by explaining and rationalizing bylaw provisions, with a focus on community safety and social issues.

Required Knowledge, Ability and Skill

- Completion of Grade 12, supplemented by Bylaw I and/or Bylaw II certification (Justice Institute of British Columbia or equivalent).
- Conflict management training.
- Ability to undergo and pass a Police Information Check, Vulnerable Sector.
- Valid Class 5 BC Driver's License.
- 3-5 years' experience dealing with the public in a municipal regulatory capacity.
- Knowledge of municipal bylaws and penalties.
- Sufficient strength, stamina, and ability to perform heavy manual work outside in the presence of all types of weather conditions and in the presence of crowds.
- Knowledge of Bylaw Officer/Peace Officer authority, rules of evidence, adjudication process, and court proceedings.
- Superior people management skills.
- Superior communication skills (oral and written).
- Intermediate to advanced computer skills and knowledge of computer systems for gathering, tracking, and recording investigative information.

Hours of Work:

40 hours per week Monday to Friday, 8:00 a.m. to 5:00pm with the flexibility and availability to workdays, evenings and weekends as operationally required. Salary compensation commensurate on experience. A comprehensive benefits package is offered with this position.

APPLICATIONS:

Qualified candidates are invited to submit their detailed resume and covering letter in confidence to the District of Stewart to:
Gord Howie, CAO (cao@districtofstewart.com)
P.O. Box 460, Stewart BC V0T 1W0 (705 Brightwell Street)

When applying please quote Job Posting No. 2022-007 | *Shortlisted applicants will be asked for three (3) references.*
We thank all applicants, but only those selected for an interview will be contacted