

BYLAW ENFORCEMENT OFFICER

Department	Development Services	Reports To	Development Services Manager, Chief Bylaw Officer
Directly Supervises	• n/a		
Indirectly Supervises	• n/a		
Hours of Work	40 hours per week, Monday to Friday		
Union	CUPE 2403/IAFF 2136		
Approval/Review Date	TBA	Job Grade	TBA

Position Summary:

Under the direction of the Manager of Development Services, the Chief Bylaw Enforcement Officer or designate, the Bylaw Enforcement Officer is responsible for the enforcement of municipal bylaws.

Key Duties Performed:

1. Control and enforce the City's parking bylaw and issue tickets for all non-moving violations.
2. Enforce the following bylaws: nuisance, maintenance, business license, noise, and any other municipal bylaws which may be, from time to time, enacted by the Mayor and Council for the City of Dawson Creek.
3. Deliveries, pickups and bank deposits as required in the day-to-day operations of the City.
4. Performs other related duties as required.

NOTE: The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

Required Knowledge, Abilities & Skills:

1. Completion of Grade 12 or equivalent of relevant education and experience.
2. Bylaw Enforcement & Investigative Skills Level I.
3. Ability to maintain harmonious relationships with all members of the public and other staff members.
4. A valid Class 5, Driver's license.
5. Must be bondable.
6. Able to work independently.
7. Physical agility and ability to complete duties requiring physical effort.

8. The ability to complete duties in a safe manner following established Facility Procedures, Occupational Health and Safety rules, Violence in the Workplace policies and W.C.B. regulations, i.e. WHMIS, T.D.G.

Desirable Knowledge, Abilities and Skills:

1. Willingness to participate in all future training opportunities.
2. Working knowledge of operations of computers relating to financial software program, word processing programs and internet use.