



## Bylaw Enforcement Officer - I

Full-Time, 6-Month Term. Possible Option to Extend  
Internal/External Posting No. 2025-85

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Department:	Development Services
Internal Posting Date:	December 12, 2025
Internal Closing Date:	December 25, 2025
External Posting Date:	December 29, 2025
External Closing Date:	January 14, 2026
Hourly Rate:	\$39.14 (after probation)
Competition No.:	2025-85
Hours of Work:	40 hours per week

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The City of Dawson Creek invites applications for a full-time Bylaw Enforcement Officer 1 for a term position. The nature of the position requires an individual who can build relationships and work with the public in a tactful manner by employing positive customer service skills, sound judgment, and excellent communication skills to achieve compliance.

This position will be of interest to candidates who want to explore the north and grow their career in an affordable community. The successful candidate must have completed Bylaw Enforcement and Investigative Skills Level 1, have great interpersonal and conflict resolution skills, be able to build rapport with the public, while ensuring excellent customer service delivery.

### Position Overview

The City of Dawson Creek is seeking a full-time Bylaw Enforcement Officer – I for a 6-month term with possible option to extend. Under the general direction of the Development Services Manager, Chief Bylaw Officer or Designate, the incumbent investigates complaints from the public, City departments, and other government agencies with respect to alleged infractions of the City's regulatory bylaws and undertakes appropriate action to gain compliance by negotiation or Court. This position also ensures that the Sign Regulation Bylaw is effectively enforced.

The successful candidate must also have the ability to perform all duties in a safe manner following established policies and procedures; have the ability to maintain harmonious relationships with all members of the public, staff members, and other agencies and be willing to participate in future training requirements and opportunities. The nature of the position requires an individual who can obtain compliance from the public in a tactful manner by employing positive customer service skills, sound judgment and excellent communication skills.

### Requirements:

- Successful completion of Bylaw Enforcement & Investigative Skills Level I.
- Completion of Grade 12 or equivalent of relevant education and experience.

### Key Skills and Abilities:

- A working knowledge and understanding of the *Local Government Act*, *Community Charter*, and other Provincial policies and legislation applicable to Bylaw enforcement in the Province of BC.
- Ability to establish and maintain respectful and diplomatic working relationships with the public, staff, and other agencies.
- Ability to work effectively under pressure, manage and prioritize workload.
- Ability to maintain strict confidentiality and a high level of trust and respect across the organization.

- Excellent oral and written communication skills.
- Proficiency with the Microsoft Office suite.
- Valid Class 5 BC Driver's licence.

Candidates should submit a résumé marked with the job posting name and number in the subject line by emailing a pdf to Human Resources via email at [resumes@dawsoncreek.ca](mailto:resumes@dawsoncreek.ca), **no later than midnight on the closing date referenced above**. The City thanks all applicants for their interest; however, only those selected for an interview will be contacted.

*The City of Dawson Creek is committed to accommodating persons with disabilities whenever reasonably possible during the selection and employment process. You must be legally entitled to work for any employer in Canada to be eligible for this position. By applying for this position, you are giving permission for the City to contact your previous employers and references.*