

## JOB DESCRIPTION – Bylaw Enforcement Officer II

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### **Nature and Scope of Work**

Reporting to the Director of Planning and Community Services, the Bylaw Enforcement Officer II is responsible for all matters related to the enforcement of municipal bylaws and for the maintenance and accuracy of all files on matters related to court actions on behalf of the City of Salmon Arm. The position is responsible for identifying enforcement issues, developing plans to address and resolve these issues, also responds to complaints related to bylaw violations and animal control within the City of Salmon Arm boundaries. The work involves extensive public contact and community liaison requiring exercise of sound judgement, independent action, and considerable tact and diplomacy within the framework of established policies, bylaws and regulations.

### **Required Knowledge, Ability and Skill**

- Grade 12 education, with a minimum of 5 years experience in the bylaw enforcement field or previous experience as a law enforcement officer or an equivalent of education and experience;
- Post secondary education in Bylaw Enforcement or related subjects;
- Valid British Columbia driver's licence;
- Working knowledge and experience with the judicial system and legislation regarding bylaw enforcement including preparation for litigation and acting as the bylaw prosecutor;
- Experience preparing clear, concise reports and preparing and presenting evidence in court as required;
- Ability to use tact, diplomacy and courtesy when dealing with the general public, contractors, trades people, property and business owners and other staff members in stressful conditions;
- Experience with animal control;
- Experience reviewing and creating bylaws in relation to enforcement;
- Experience with Microsoft office software;
- Good organizational skills and a demonstrated ability to use and maintain a records management/ tracking system.

### **Preferred Education, Training and Experience**

- Supervisory experience as a Bylaw Enforcement Officer or Animal Control Officer in a municipality or previous law enforcement experience.
- Experience in the drafting and review of regulatory bylaws and amendments for the consideration of appropriate staff members and Council.

### **Illustrative Examples of Duties**

Without restricting the general nature and scope of the work, the following are illustrative examples which may be expected of the classification:

- Responds to complaints received from the public regarding bylaw violations and animal control issues, in accordance with established policy.
- Responsible for animal control, including ensuring the safe and secure protection of the animal and the safety of the public.
- Investigates complaints from the public regarding nuisance, stray or dangerous dogs including capturing stray and unlicensed animals for impounding.
- Enforces vehicle parking regulations and periodic parking enforcement throughout the City of Salmon Arm.
- Enforces City bylaws and liaises with other law enforcement agencies and support agencies in the performance of duties.
- Monitors and maintains the network of parking meters and assists with long term parking strategies.
- Assists all departments with requests for enforcement (i.e. water restrictions, ice & snow removal, unsightly premises, business licensing etc.)
- Initiates legal proceedings as requested by Directors to enforce bylaws, including the documentation of evidence, preparation of reports to Council and communications with legal counsel as required.
- Prepares reports to appropriate staff members to inform them as to the status of current, concluded and anticipated bylaw enforcement matters.
- Assists in the drafting of regulatory bylaws and amendments, as required, for the consideration of appropriate staff members and Council.
- Communicates information to the public respecting regulatory bylaws in accordance with established policy.
- Prepares recommendations regarding the establishment, amendment or repeal of policies relating to bylaw enforcement.
- Maintains records and files - provides statistical reports as required.
- Performs other duties as assigned from time to time.

Date: February 21, 2024

Director of Planning & Community Services:



Date: February 22, 2024

Director of Corporate Services: Sue Wood

Description Date: February 20, 2024