



TOWN OF COMOX

1809 Beaufort Avenue
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Internal/External Posting

CASUAL RELIEF BYLAW ENFORCEMENT OFFICER

The Town of Comox invites applications for the position of casual relief Bylaw Enforcement Officer. This is an on-call Union position (CUPE Local 556) with a rate of pay of \$33.22 per hour plus 12.8% in lieu of benefits including vacation and statutory holidays, sick leave and other paid leaves. The successful applicant will be required for vacation replacement, sick leave and extra shifts, and may be required to work evenings and weekends.

The Bylaw Enforcement Officer, under the direction of the Director of Corporate Services, is responsible for conducting education and enforcement of Town bylaws and other regulations in an effective, efficient manner. The successful candidate will possess excellent communication and problem-solving skills, as well as having strong awareness and sensitivity to community issues.

Typical Duties & Responsibilities:

- Responding to bylaw enforcement complaints and infractions
- Interpreting and explaining bylaws and other regulations
- Conducting investigations, gathering evidence, and preparing reports
- Issuing tickets and preparing evidence for use in court, as required
- Assisting with bylaw preparations and amendments
- Maintaining bylaw enforcement tracking system

Required Knowledge & Skills:

- Completion of Grade 12, plus a minimum of five years experience working in the enforcement field, or equivalent combination of training and experience;
- Preferred completion of the Justice institute of BC, Bylaw Enforcement and Investigation Program – level 1;
- Sound knowledge of court procedures and municipal bylaws;
- Excellent investigative and problem solving skills;
- Solid computer skills
- Excellent communication skills, both verbal and written;
- Familiarity with WorkSafe B.C regulations and practices;
- Valid B.C. Driver's License and clean driving abstract; and
- Clear criminal record check.

A complete job description is available upon request.

Applications for this posting will be received until **4:00 pm Tuesday, September 6, 2022** and should be directed to the attention of Ms. Lia Pesklevits, Executive Coordinator, by email to lpesklevits@comox.ca

We wish to thank all applicants however only shortlisted candidates will be contacted.