



TOWN OF
COMOX

Internal/External Posting

CASUAL BYLAW ENFORCEMENT OFFICER
TOWN HALL

The Town of Comox invites applications for the position of **Casual Bylaw Enforcement Officer**. This is a casual, on-call Union position (CUPE Local 556) with a current rate of pay of \$37.56 per hour plus 12.8% in lieu of benefits including vacation and statutory holidays, sick leave and other paid leaves.

Reporting to the Director of Corporate Services, the Bylaw Enforcement Officer is responsible for promoting and achieving compliance with municipal bylaws through education, outreach, relationship-building and enforcement measures where necessary.

Typical Duties & Responsibilities include:

- 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; and,
- Maintaining the 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 Compliance, Enforcement and Investigative Skills Program – level 1;
- Sound knowledge of court procedures, bylaw adjudication 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,
- Current clean criminal record check.

A complete job description is available at www.comox.ca/employment

Qualified applicants are encouraged to submit their resume and cover letter by email to jobs@comox.ca. Applications will be received until **4:00 pm Friday, August 28th, 2026** and will be reviewed on an ongoing basis. Interested candidates are encouraged to apply early, as interviews may be scheduled before the closing date.

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

Competition 26-31-IE

Dated: July 29, 2026

Tel: 250-339-2202

Fax: 250-339-7110

Email: town@comox.ca

Address:

1809 Beaufort Avenue

Comox, B.C. V9M 1R9

We respectfully acknowledge that we gather and work on the traditional territory of the K'ómoks First Nation, the traditional keepers of this land.