

TOWN OF COMOX
CLASS SPECIFICATION

CLASS TITLE: BYLAW ENFORCEMENT OFFICER

NATURE AND SCOPE OF WORK:

The Bylaw Enforcement Officer is responsible for the general enforcement of bylaws within the Town by providing advice, explaining and interpreting bylaws, gathering evidence, issuing tickets, and appearing in court as required. This position reports directly to the Deputy Corporate Officer.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Parking enforcement;
- Responds to bylaw enforcement complaints and infractions by receiving complaints directly in person and over the phone;
- Conducting investigations, gathering evidence and preparing reports;
- Determining the most appropriate courses of action;
- Follows up on complaints and infractions by issuing municipal tickets, impounding dogs and towing vehicles;
- Swearing and filing information in court;
- Attending and presenting evidence in court;
- Maintains bylaw enforcement tracking system by entering complaints directly into system;
- Tracking all actions, decisions and outcomes in the system;
- Interprets and explains bylaws;
- Assists with bylaw preparations and amendments; and
- Performs other duties related to the position, as may be required from time to time.

REQUIRED KNOWLEDGE AND SKILLS:

- Completion of Grade 12, plus a minimum of five years experience working in the enforcement field, or equivalent combination of training and experience;
- Preferably completion of the BC Justice Institute Bylaw Enforcement and Investigation Program – Level 1;
- Sound knowledge of court procedures and municipal bylaws;
- Solid computer skills;
- Effective communication, public relations and dispute resolution skills;
- Excellent investigative and problem solving skills;
- Familiarity with WorkSafe BC regulations and practices;
- Ability to demonstrate initiative; and
- Must possess a valid B.C. Driver's Licence.

SR/II

NOTE: This job description is under review. Any revisions will be made in accordance with the applicable collective agreement.