



JOB DESCRIPTION

Job Title: Bylaw Enforcement Officer I
Reports To: Bylaw Enforcement Officer II / Business Licence Inspector
Pay Grade: TBD

Affiliation: CUPE Local 374
Hours per Week: 35
Approval Date: Oct 21, 2021

Position Summary

Reporting to the Bylaw Enforcement Officer II / Business Licence Inspector, the Bylaw Enforcement Officer I enforces the regulatory bylaws of the District of Sooke pursuant to the enforcement policies adopted by Council. In many instances, this will require investigating complaints of alleged bylaw infractions other than during the normal business hours of the District of Sooke Municipal Hall. The Bylaw Enforcement Officer I is expected to exercise independent judgement in accomplishing the work and must complete all investigations with initiative and diplomacy.

Nature and Scope of Work

1. Ensures that complaints of alleged bylaw infractions are dealt with promptly and thoroughly with fairness and diplomacy.
2. Supports field investigations of all alleged infractions such as unsightly premises, nuisance property, land use and zoning infractions, burning regulations and illegal dumping violations. Supports the documentation of the results of investigations of legitimate infractions and collect evidence, which may be required for court actions.
3. Supports enforcement action where required, supports in the follow-up inspections, and gathers information to be used as evidence in court.
4. Issues letters of warning and offence tickets.
5. Prepares for litigation where necessary including preparing reports to Crown Council, serving summons and testifying in Court.
6. Attends Court proceedings and signs affidavits when required.
7. Liaises with RCMP, Fire Department and other enforcement agencies as required.
8. Maintains accurate and complete records of all bylaw enforcement activities.
9. Determines appropriate type of business licence and reviews business licence applications for completeness and accuracy.
10. Enforces Bylaws affecting business licenses and other regulations of general applications.
11. Supports business licenses and mails out in a timely manner.
12. Undertakes professional development and networking opportunities as approved and as necessary to ensure continuous improvement in educational capacity, skills and abilities.
13. Supports the Fire Department in a support services capacity upon request.
14. Wears issued apparel and presents a neat and professional uniformed appearance.
15. Performs other related duties as required.

Knowledge, Skills, and Abilities Requirements

1. Ability to function efficiently with limited direction, to establish and maintain effective working relationships with municipal officials and other employees, and to meet and successfully serve the public on a continuing basis.
2. Ability to maintain confidentiality of matters at all times.
3. Ability to effectively plan, organize, set priorities, and work well under pressure and to a

deadline.

4. Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
5. Ability to interpret maps and legal descriptions.
6. Ability to use sound judgement when identifying, mediating, and resolving a bylaw infraction and utilizing conflict resolution skills when dealing with hostile individuals.
7. Thorough knowledge of court procedures and legal terminology.
8. Thorough knowledge of business English.
9. Thorough familiarity and proficiency with Microsoft Office Online, records management application, and land management application, and the ability to learn other software systems as required.
10. Working knowledge of adopted District document management practices.
11. Working knowledge of the operations and functions of other District departments.
12. Working knowledge of related municipal legislation, including *Local Government Act ("LGA")*, *Community Charter*, *Freedom of Information and Protection of Privacy Act ("FOIPPA")*, *BC Building Code*, and Fire Regulations.
13. Ability to adapt and learn new ideas, principles, and concepts in an ever-changing local government environment.
14. Strong interpersonal skills and written and verbal communication skills.
15. Excellent organizational and time management skills.
16. Excellent team building skills.

Training and Experience Requirements

1. A completion of Grade 12 or recognized equivalent, supplemented with a Level I Bylaw Enforcement and Investigating Skills course, or a combination, or experience and education.
2. Basic Security Training ("BST") Level I.
3. Conflict resolution training.
4. Customer service delivery training.
5. A minimum of three (3) years' related experience including one (1) year experience in enforcement work.
6. Must be able to obtain and maintain Occupational First Aid Level 1 certification.
7. A valid Class 5 BC Driver's Licence and a current Drivers Abstract.
8. A satisfactory Criminal Record Check.

The previous statements reflect the general duties considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all work requirements that are inherent in the job.


APPROVED BY:



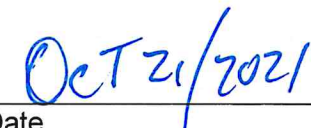
Carolyn Mushata
Director of Corporate Services



Date



Norm McInnis
Chief Administrative Officer



Date