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## **Bylaw Enforcement Officer I**

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Located on the south-western tip of Vancouver Island, BC, Sooke has a sheltered harbor, and is a scenic forty-five-minute drive from BC's capital city, Victoria. As a part of a temperate rainforest, the Sooke district has one of the mildest climates in Canada. Characterized by warm, dry summers and mild winters, Sooke's pleasant climate is a year-round paradise for those who enjoy outdoor activities, such as hiking, biking, kayaking or sailing.

The District of Sooke has an auxiliary employment opportunity for a Bylaw Enforcement Officer I. Reporting to the Director of Corporate Services, 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.

To be considered for this role, applicants should have the following qualifications:

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

Additional consideration may be given to applicants with the following qualifications:

- Level II Bylaw Enforcement and Investigating Skills course.
- First Responder certification.
- Experience with SharePoint Online, Collabspace, Tempest, and Adobe Pro.
- A combination of experience and education.
- Related experience in local government.

This is a CUPE Local 374 position. The 2024 rate for the Bylaw Enforcement Officer I is \$46.30/hour, plus an 15% in lieu of benefits. To view the full job description, please visit the career page of our website at [www.sooke.ca/employment](http://www.sooke.ca/employment).

**Closing date for receipt of applications is 4:30pm Sunday February 18, 2024.**

*The District of Sooke thanks all applicants for their interest and advises that only those to be interviewed will be contacted.*