




# Career Opportunities

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## Bylaw Enforcement Officer - Community Safety - Penticton, BC

 *Bylaw Services*    \$ 30.83-34.18 per hour     *Hourly*     *Full-time Permanent*     *CUPE*

 *Competitive wages, benefit and pension package. Opportunities for career development and professional advancement, including financial support for professional development. A diverse, inclusive and supportive workplace. Wellness incentives, Earned Time Off Program, flexible work environments, and Federal & BC Statutory holidays.*

Penticton is a vibrant, innovative, healthy waterfront city focused on sustainability, community, and economic opportunity. At the City of Penticton, our goal is to serve our residents, businesses, and visitors through good governance, partnership and the delivery of effective and community-focused services.

The City of Penticton is looking to fill the position of **Bylaw Enforcement Officer - Community Safety** in our Bylaw Services Department. The Bylaw Services department provides citizens with a variety of services related to regulatory issues, with the purpose of enhancing community safety and livability, and to be a complement to police services. The Bylaw Services department is committed to the delivery of professional bylaw education and enforcement in a timely and effective manner, and in accordance with Council direction.

Reporting to the Bylaw Services Manager, the **Bylaw Enforcement Officer - Community Safety** carries out a range of investigation and enforcement functions. They regulate persons, companies, entities, conditions, properties to ensure appropriate compliance to municipal bylaws. Officers proactively and reactively investigate bylaw violations, seeking for compliance through education and enforcement options. Officers have daily public contact by explaining and rationalizing bylaw provisions, with a focus on community safety and social issues.

### Key Responsibilities:

- Provide public education and enforcement of all municipal bylaws with focus on community safety, livability, and cleanliness (homeless issues, panhandling, nuisances in public places, etc.).
- Coordinate the investigation and inspection of a customer issue/complaint with a goal of resolving recurring bylaw offences.
- Provide public assistance and supporting evidence in the prosecution of municipal bylaw offences/dispute adjudication process.
- Conduct regular foot and bike patrol of parks, trails, beaches and other public spaces to educate and enforce bylaws and be a visible presence downtown-working in all-weather conditions and in various terrains.
- Liaise with other city departments, regulatory and safety agencies such as the RCMP, Fire Department, community partners, etc. to resolve issues collaboratively .
- Through proactive patrols, identify persons in medical distress and contact appropriate agency.
- Multitask in a highly stressful situations and environments.
- Identify individuals at most acutely elevated risk in the community and bring individual's information to the CAST- Community Active Support Table for a collaborative intervention.
- Manage all assigned calls for service- input notes, evidence and photographs.
- Maintains notes and data, and prepares and delivers written and verbal reports as requested by Bylaw Services Supervisor.
- Assist with training of new officers, which includes explanation and demonstration of duties and functions through an 'Officer Coaching program.
- Assist with customer bylaw inquiries including front counter response as required (ie. In absence of Bylaw Intake Administrator).
- Provide educational programs in the community.
- Complement to current police services.
- Perform related work as required including some security functions at city owned and operated facilities.

### Knowledge, Abilities & Skills:

- Knowledge of municipal bylaws and penalties.
- Sufficient strength, stamina, and ability to perform heavy manual work outside in the presence of all types of weather conditions and in the presence of crowds.
- Knowledge of Bylaw Officer/Peace Officer authority, rules of evidence, adjudication process, and court proceedings.
- Superior people management skills.
- Superior communication skills (oral and written).
- Intermediate to advanced computer skills and knowledge of computer systems for gathering, tracking, and recording investigative information.

### Education, Training & Experience:

- Completion of Grade 12, supplemented by Bylaw I and/or Bylaw II certification (Justice Institute of British Columbia or equivalent).
- Conflict management training.
- Ability to undergo and pass a Police Information Check, Vulnerable Sector.

- Valid Class 5 BC Driver's License.
- 3-5 years' experience dealing with the public in a municipal regulatory capacity.

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBT2QIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply.

So, if your experience is close to what we're looking for, we would love a chance to talk about working with you. We welcome your cover letter and resume by **December 11, 2022.**

**Position type:**

Full-time Permanent (40 hours per week). This position involves irregular hours and days of work, and may include weekends and evenings.

**Wage:**

\$30.83 to \$34.18 per hour (Pay Grade 12, CUPE)

**Benefits:**

Attractive benefits, vacation and pension package

## Apply Now

*\* Fields Are Required*

**What is your full name?**

Shawna

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**How can we contact you?**

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**I agree to PrevueAPS.ca's Applicant Information Use Policy.\***

Apply for this Position