



BYLAW INSPECTOR 3

Regular Full-time (2 positions)

About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

About You / What We Are Looking For

We are looking for two enthusiastic and detail-oriented Bylaw Inspector 3's to join our Bylaw Enforcement and Business Licensing team. To succeed in this position you must have a keen sense of customer service, strong communication skills and the ability to provide advice and support to our residents regarding best practices in the establishment and ongoing compliance of their business in the City of Coquitlam.

Working as part of a multi-disciplinary team, the successful incumbent will draw on their proven abilities to make sound decisions, conduct risk analysis, and draw on their knowledge of the applicable laws and regulations governing land use, building and businesses. This work includes but is not limited to conducting regulatory review, inspections, investigations, identifying illegal uses/occupancies of properties and the enforcement of a variety of complex bylaw enforcement files. This incumbent will be expected to apply progressive enforcement of bylaws and regulations in a respectful manner that promotes voluntary compliance.

This position is based on a seven (7) hour day and are subject to note "S" as outlined in the collective agreement. Therefore, this position can be scheduled between 6am and 12am, 7 days a week for 5 consecutive days. The schedule can be modified based on operational need and with appropriate notice.

Minimum Qualifications

Along with grade 12, some relevant technical courses such as the Justice Institute of British Columbia's Bylaw Enforcement courses and relevant building construction technology courses is required. A valid Class 5 Driver's License is a requirement for this position.

Preferred Qualifications

Our ideal candidate will have a minimum of 5 years experience in customer service, conflict resolution, rules of evidence and some combination of inspection, investigation, bylaw enforcement and/or business licensing work. We are also looking for a candidate who possess considerable knowledge of building construction, relevant bylaws, and regulations such as Zoning, Building, Electrical, Health, Fire and Plumbing bylaws and related provincial statutes.

What We Offer:

This CUPE position has an hourly rate range of \$40.73 - \$48.08. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off/flex day program. This position is based in Coquitlam.

Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive



work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit coquitlam.ca/edi for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo a police information check (with no adverse reports).

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

Please apply online at www.coquitlam.ca/careers by 11:55 pm on March 22, 2024.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.