

Township of Langley

Job Title:	Bylaw Enforcement Officer (up to 3)
Competition Number:	24-U045
Employment Type:	Regular Full-Time
Pay Rate:	\$37.58 - \$44.22 per hour (5 steps, 2024 rates) plus benefits
Hours of Work:	40 hours per week; eight (8) continuous hours between 6:30am – 9:00pm, 5 days per week, any day of the week including weekends; Non-standard hours and/or non-standard work week
Competition Opening Date:	March 7, 2024
Competition Internal Closing Date:	March 15, 2024
Competition External Closing Date:	March 21, 2024

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Bylaw Enforcement Officer** (up to 3) to join our team of professionals in the Bylaw, Legal and Strategic Implementation Division, Bylaw Enforcement Department. Reporting to the Manager, Bylaw Enforcement, in this unionized position you will be responsible for inspections and regulatory work related to enforcement of specific bylaws. While working within established procedures and policies, this position involves extensive public relations contact and requires a considerable level of tact and diplomacy.

Responsibilities

- Investigate and process complaints or individual observations concerning bylaw infractions and violations
- Enforcement of unauthorized encampments, including patrolling areas by vehicle or on foot
- Inspect premises for conformance of applicable bylaws and enforce various regulations/bylaws related to abandoned property, noise, untidy premises, and related matters
- Assist other departments and government agencies in enforcement of regulations and bylaws as required
- Explain and interpret bylaws and regulations to the public
- Prepare a variety of correspondence and reports related to inspections and investigations
- Perform related work as required

Qualifications

- Completion of Grade 12 plus training in bylaw enforcement and sound experience in inspectional and enforcement work, or an equivalent combination of training and experience
- Considerable knowledge of municipal bylaws, regulations, policies, and applicable provincial statutes
- Ability to investigate complaints and enforce bylaws and regulations with diplomacy, impartiality, firmness, and use of sound judgement
- Ability to establish and maintain effective working relationships with municipal staff, officials, business representatives, contacts in other levels of government and the public
- Ability to prepare a variety of correspondence and reports, research information and maintain records
- Ability to prepare and present evidence in adjudication hearings

This position is defined by the Township of Langley as a Position of Trust. The successful candidate will be required to have a Police Information Check as a condition of employment (not required as part of the application process, however, will be required upon consideration for employment).

Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- BC Class 5 (full privilege) Driver's License. You must include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License and the Driver Factor Report **will not** be accepted.

Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.