

DEPARTMENT:	Climate Action, Development & Planning	STATUS:	Permanent Full-Time
NO. OF POSITIONS:	Two	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours/week Non-standard schedule*	SALARY:	\$40.76 - \$48.07 per hour + benefits

The City of New Westminster is seeking two Property Use Coordinators to join the Integrated Services team. This is administrative, inspectional and regulatory work for the purpose of gaining compliance with City bylaws related to property use and other matters. You will assist in overseeing bylaw enforcement for the City; coordinating investigations; assisting other departments in enforcement matters; liaising with a variety of internal and external contacts; drafting new bylaws and amending existing bylaws and assisting in the City’s response to emerging issues when appropriate. Some of the work may include working with vulnerable populations and outreach workers assisting those populations. Officers performing this work do *not* wear uniforms and require the exercise of considerable independent judgment, action, tact and diplomacy within policy, bylaw and regulation limits.

If you have the following characteristics and qualifications, we want to hear from you:

- Post-secondary education and past experience working with street entrenched community members would be considered assets.
- Education in mediation, negotiating, conflict resolution and/or leadership would be expected.
- A minimum of 2 years’ experience directly related to enforcement of property use bylaws is preferred.
- Considerable knowledge of the bylaws and regulations related to property use including: standards of maintenance; building; noise; tree protection; unsightly premises; licensing; and zoning.
- Must be able to exercise good judgement and take a tactful and impartial approach to bylaw enforcement employing principles of administrative fairness and using problem solving skills and progressive enforcement to gain compliance.
- Exceptional investigative skills and ability to record notes and gather evidence.
- Excellent organizational skills and caseload management skills and an ability to prioritize a high volume caseload with complex files in an ever changing environment.
- Exceptional written communication skills and experience issuing compliance Orders and enforcement tickets, preparing reports, and drafting new and amended bylaws all within established timelines.
- Exceptional verbal communication skills and experience explaining and interpreting bylaws and presenting evidence in adjudications or formal hearings.
- Experience working with vulnerable populations including individuals experiencing homelessness and/or those experiencing substance use disorders and/or mental health issues.
- Valid BC Driver’s Licence.
- Ability to successfully pass and maintain a Police Information Check including Vulnerable Sector.

****Must be able to work a non-standard schedule, evenings and weekends when needed***

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by May 20, 2024.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples.

It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.

We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada.