

Senior Bylaw Compliance Officer (Temporary)

Job Requisition	JR-2025-97 Senior Bylaw Compliance Officer (Temporary) (Open)
Job Family	CUPE
Start Date	2025-05-14
End Date	2025-05-29
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Parkade-Building/Senior-Bylaw-Compliance-Officer--Temporary-_JR-2025-97
Description	Internal Closing Date: May 22, 2025

External Closing Date:

May 29, 2025

NOTE: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Hourly Rate:

47.98

Scheduled Weekly Hours:

35

Subject to return of incumbent

Reporting to the Assistant Manager – Protective Services, this position performs skilled regulatory, administrative, supervisory and inspection duties of a complex nature, and assists in monitoring staff to ensure effective operation and enforcement of parking and bylaw enforcement activities and conformance to established bylaw, regulation, standard practice and general department policy and procedures.

Duties Include:

- Regulatory and inspection duties involving considerable public relations contact (inquiry and complaint based) including: receiving, processing, investigating and enforcing municipal bylaw complaints related to all regulatory bylaws, policies or Council resolutions as required.
- Patrols of parks, public places, and parking areas both by foot, bicycle and by motor vehicle, issuing violation tickets, and provides general user, parking or traffic control for these areas.
- Carries out investigations, compiles evidence, lays charges (summons) and attends court as a witness or prosecutor as required.
- Inspects commercial vehicles for Municipal plates or Municipal Exempt plates and responds as needed to enforce the City's parking and related traffic bylaws and regulations. Provides knowledge and or assistance to other staff in the maintenance and repair of all parking equipment, including parking meters, & permit dispensers and recommends stock levels to be maintained.
- Enforces the Provincial Weed Control Act as Noxious Weed Inspector for the City of Vernon.

Administrative Support Duties

- Co-ordinates and orders materials and equipment for the daily Bylaw function.

- Prepares and updates statistical or clerical reports based on the Ticket and Bylaw Enforcement databases as required.
- Assists in database cleanup, ensuring officer conformance to methods of entry and entry criteria.
- Assists in the preparation of reports to Council or bylaws for Administration as requested.

Regulatory and Inspection Duties

- Assists in reviews of parking strategies and expansion of City parking programs, and advises the Assistant Manager as to changes to parking strategies to resolve problems or public concerns.
- Responds to enquiries related to bylaw compliance and parking related complaints.
- Prepares, records, and reports on issues relative to bylaw compliance.
- Assists in preparation of Operational and Capital budgets.
- Prepares departmental correspondence, invoices, and statements for Assistant Manager's signature.
- Maintains contact and liaises with City departments, and outside agencies.
- Attends court proceedings to give testimony or present evidence on bylaw related matters. Protects the confidentiality of certain records and information, exercises considerable public relations tact, diplomacy and persuasion in difficult situations and exercises reasonable independence of judgement in interpreting policies, bylaws and regulations.

Supervisory Duties

- Assists in day to day supervision of Bylaw Officers and support staff under the direction from the Assistant Manager – Protective Services.
- Performs Acting Assistant Manager duties in the absence of the Assistant Manager – Protective Services to ensure all functions of the Bylaw Compliance Division continue unabated.
- Ensures that all departmental policies and procedures or standard practices are followed regarding Bylaw Division matters.
- May give daily direction to Bylaw staff regarding specific requirements or duties, co-ordinates workload, reviews work and assists in evaluating performance.
- Provides Screening Officer requested information with regard to appeals, such as the effective functioning of parking system equipment.
- Assists in the arrangement of annual training and staff development programs and ensures that staff participates in training and development opportunities.
- Provides new employee orientation.
- Assists in the review and development of new and revised divisional procedures that respond to changing needs and/or achieve improvements, efficiencies, cost savings and revenue generation.
- Assists in maintaining an effective safety program, which adheres to WCB regulations, including safety rules and procedures, safety orientation and training, identification/correction of workplace hazards, accident/incident investigation and regular tailgate safety meetings.

Other Duties

- Performs related work as required.
- As required, will collect monies from parking meters and ticketing machines, transport City or other deposits to the bank, and keep permit dispensers supplied with parking permit tickets.
- Reports maintenance concerns for City owned public parking lots to Assistant Manager.
- All persons employed by the City of Vernon will be required to assist the City in providing

emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Level 2 Advanced Bylaw Enforcement & Investigative Skills Certificate or equivalent.
- Two years experience as a Bylaw Compliance Officer.
- Valid B.C. Driver's License - Class 5.
- A combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Proficient knowledge of City Computer systems (including database knowledge) and related software, general office equipment.
- A working knowledge of all regulatory City bylaws including the City Traffic & Parking Meter Bylaw and the Provincial Motor Vehicle Act
- Ability to interpret documents, bylaws, of a technical nature and communicate same to the public or staff with legible handwriting and in a courteous, tactful and effective manner using written or verbal skills.
- Ability to prepare written reports.
- Uses hand tools in association with meter maintenance or repair.
- Working knowledge of parking meter mechanisms, clocks and repairs to relatively complex mechanisms.
- Ability to communicate, sometimes under stressful situations, using knowledge and skills to defuse agitated people.
- A working knowledge of the City layout, and knowledge of court procedures with respect to traffic regulations.
- Knowledge of the Provincial Weed Act and ability to identify regional and provincially listed noxious weeds.
- Ability to obtain a statutory approval appointment by City Council.
- Ability to obtain Provincial Special Constable designation.
- Ability to perform the work under all weather conditions, demonstrating good health and stamina.
- Knowledge of office, filing and provincial court proceedings, the MTI and Bylaw Forum systems and procedures.
- Mature judgement to decide appropriate course of action.
- Ability to deal with substantial pressures from volume of work.
- Ability to supervise, mentor and provide leadership to staff.
- Ability to obtain and maintain an acceptable Criminal Record Check and Vulnerable Sector Check.
- Ability to obtain and maintain an RCMP Enhanced Security Clearance.

Preferred Education and Experience:

- Post-Secondary Education in Municipal Administration, Justice Institute Certificate Programs related to Bylaw Enforcement or Criminology.
- Five years Municipal Experience as a Bylaw Compliance Officer.

To Apply:

Please submit your resume, quoting the appropriate competition online at [vernon.ca/careers](https://www.vernon.ca/careers) by selecting "apply" and creating a candidate profile.

- Internal applicants are asked to apply using their worker profile.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed

appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. Please note that we are unable to accept phone calls regarding application status.

Worker Sub-Type	Fixed Term (Under 1 Year) (Fixed Term)
Location	Parkade Building
Time Type	Full time
Locations	
Supervisory Organization	Bylaw Compliance Team