



BYLAW INSPECTOR 2

Regular Full-Time

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 seeking one enthusiastic and detail-oriented Bylaw Inspector 2 candidate to join our Bylaw Enforcement team. To excel in this role, you must possess a keen sense of customer service, strong communication skills, and the ability to exercise sound judgment and appropriate enforcement to support compliance with various bylaws.

Utilizing your independent judgment, proactive approach, and tact, you will be responsible for conducting patrols and responding to complaints regarding a range of bylaw violations, including animal control, unsightly premises, parking, and noise disturbances. Your responsibilities will include collecting evidence, maintaining thorough file notes, presenting evidence at adjudication hearings related to issued tickets, and preparing reports concerning municipal bylaws.

Minimum Qualifications

The ideal candidate has considerable experience in inspection or investigative work, along with a background in customer service and conflict resolution. Completion of the Bylaw course from the Justice Institute of BC (JIBC), or an equivalent qualification. Preference will be given to candidates with prior experience in animal control. A valid BC Driver's license is required for this position. This position is based on a seven (7) hour day with daily hours that can be scheduled between the hours of 6:00 am to midnight, Monday to Sunday inclusive. Hours and shifts may be altered based on operational need.

A valid Class 5 Driver's Licence is a requirement for this position

Preferred Qualifications

- Completion of the Bylaw Compliance, Enforcement & Investigative Skills Certificate Level 1 and 2, from the Justice Institute of BC (JIBC) or equivalent bylaw inspectional, investigative and enforcement training program
- Completion of the Animal Control Officer Basic Training from Langara College or equivalent training in animal capture, handling and care
- 2 to 5 years' work experience in Bylaw Enforcement and/or Animal Control or equivalent training and experience in inspectional, investigative and enforcement work
- Training and experience in safe animal capture, handling and care methods and tools
- Training in conflict resolution or mediation
- Exceptional customer service skills as well as strong verbal and written communication skills
- Ability to work cooperatively as part of a team

What We Offer:

This CUPE position has an hourly rate range of \$38.87 - \$45.75. 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. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.



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 and submit an acceptable police information check.

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 June 23, 2025.

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