

# BYLAW SERVICES MANAGER

## City of Nelson Competition #25EX61



Located within the traditional land of the Sinixt, Ktunaxa and Sylix peoples, Nelson is traditionally known for its beautiful setting, vast array of recreational activities, pristine parks and vibrant downtown. We are grateful for the opportunity to work on this land. It is a year-round playground for outdoor enthusiasts and those who love the arts, culture and small-town feel, with big-city amenities like high-quality schools, post-secondary institutions, regional health care, and a competitive cost of living.

### POSITION SUMMARY:

Join us in a key leadership position as the Bylaw Services Manager, reporting directly to the Director of Corporate Services. As the driving force behind the seamless operation of the Bylaw Services Team, your dynamic leadership style will foster a culture of excellence and responsiveness. Your focus on strict compliance with City regulations and bylaws will ensure effective governance and contribute to the overall success of our community. This pivotal role is your opportunity to shape and elevate the standards of our Bylaw Services, making a lasting impact in our City's governance and well-being.

### ESSENTIAL QUALIFICATIONS:

- Post Secondary Diploma in Law Enforcement, Public Administration, Criminal Justice or a related field
- One (1) to three (3) years in Municipal Administration
- Must possess a valid BC Drivers License with a minimum of Class 5 certification
- Knowledge of municipal and provincial regulations relating to municipal bylaw enforcement

**COMPENSATION:** \$91,335.00 - \$102,081.00

**HOURS:** Regular Full-Time | 37.5 hours per week

**DAYS:** Monday - Friday

### BENEFITS:

- Full benefits package: EHC, Dental, Sick Leave, Employee Assistance Program, etc.
- BC Municipal Pension Plan
- Competitive pay
- Flexible casual work schedule
- Be part of creating a positive and secure community by enhancing the effectiveness of bylaw services
- Training and development opportunities

To find a full description of the position role, including required qualifications and experience, please visit [nelson.ca/jobs](https://nelson.ca/jobs).

## We look forward to hearing from you!

Interested applicants should reference #25EX61 when submitting their resume and cover letter to [hr@nelson.ca](mailto:hr@nelson.ca) by August 8, 2025, at 4:00 p.m.

The City of Nelson is an equal opportunity employer committed to employment equity.  
We encourage all qualified candidates to apply.