



# Bylaw Enforcement Officer

Job No: 26009   Location: Penticton

## About the City of Penticton

Penticton is a vibrant, innovative waterfront city known for its commitment to sustainability, community well-being, and economic opportunity. With a strong focus on good governance, collaboration, and service excellence, the City is dedicated to enhancing the quality of life for residents, businesses, and visitors alike. As one of the most active development regions in British Columbia, Penticton features a diverse mix of large-scale and complex construction projects.

**Penticton has been recognized as one of Canada's most livable cities, according to latest rankings by The Globe and Mail.** Penticton ranked as the ninth most livable city in Canada, plus the No. 1 most livable city for young professionals and No. 1 for midlife transitions. In addition, Penticton ranked the third most livable city for newcomers, fifth for retirement and seventh for raising kids. Rooted in agriculture and surrounded by natural beauty, Penticton is known for its orchards, wineries, and craft breweries—making it one of Canada's top wine destinations. More than 100 years since its incorporation, Penticton continues to grow as a place to live, work, and play.

For more information, please visit our website at [penticton.ca/](https://www.penticton.ca/) (<https://www.penticton.ca/>).

For more information about life in Penticton, please visit [visitpenticton.com/](https://www.visitpenticton.com/) (<https://www.visitpenticton.com/>).

## About the Opportunity

The City of Penticton is looking for a **permanent full-time Bylaw Enforcement Officer**, based in **Penticton, B.C.**

Reporting to the Bylaw Services Manager (or designate) the **Bylaw Enforcement Officer (BEO)** performs administrative, inspectional, and regulatory work to enforce bylaws relating to property use, buildings, safe public places, parking, business regulations, zoning, noise, sign, etc. The BEO I position proactively and reactively investigates bylaw violations, seeking for compliance through education and enforcement options. The BEO position has daily public contact by explaining and rationalizing bylaw provisions.

### Key Responsibilities:

- *Bylaw Enforcement*
  - Coordinate the investigation and inspection of a customer issue/complaint with a goal of resolving recurring bylaw offences
  - Provide public assistance and supporting evidence in the prosecution of municipal bylaw offences/dispute adjudication process
  - Conduct regular foot and bike patrol of parks, trails, beaches and other public spaces to educate and enforce bylaws and be a visible presence throughout the city-working in all-weather conditions and in various terrains
  - Liaise with other city departments, regulatory and safety agencies such as the RCMP, Fire Department, community partners, etc. to resolve issues collaboratively
  - Through proactive patrols, identify persons in medical distress and contact appropriate agency
  - Multitask in a highly stressful situations and environments
  - Manage all assigned calls for service- input notes, evidence and photographs
  - Maintains notes and data, and prepares and delivers written and verbal reports as requested by Bylaw Services Manager or designate
  - Assist with training of new officers, which includes explanation and demonstration of duties and functions through an 'Officer Coaching program'
- *Public Engagement*
  - Provide public education and enforcement of all municipal bylaws
  - Assist with customer bylaw inquiries including front counter response as required (i.e., in absence of Bylaw Intake Administrator)

- Provide educational programs in the community

#### **Required Knowledge, Abilities & Skills:**

- Knowledge of City bylaws, adjudication hearings and City layout
- Knowledge of municipal bylaws and penalties
- Knowledge of bylaw enforcement officer authority, rules of evidence, adjudication process and court proceedings
- Knowledge of computer systems for gathering, tracking and recording investigative information
- Superior people management skills
- Objective/Logical (in decision making)
- High level of tact and diplomacy skills
- Problem solving and decision making skills
- Intermediate to advanced computer skills
- Ability to provide effective written and verbal communication
- Ability to handle and resolve confrontational situations. Deal effectively with sensitive issues- conflict management skills
- Ability to exercise discretion and sound judgement
- Ability to maintain positive community relations with community partners/stakeholders
- Ability to work flexible shifts as needed- including evenings and weekends

#### **Required Education, Training & Experience:**

- 1+ years experience dealing with the public in a municipal regulatory capacity;
- Conflict management and resolution training; and,
- Completion of Grade 12, supplemented by Bylaw I and Bylaw II certification (Justice Institute of British Columbia or equivalent); or,
- An equivalent combination of education, training, and experience.

#### **Required License(s) and Clearance**

- Valid B.C. Driver's License
- Must obtain and maintain acceptable Criminal Record Check - Vulnerable Sector

## **About the Benefits**

Compensation based on skills and experience is an **hourly rate of \$39.65 - \$43.72 (Pay Grade 13, 40 hours per week, CUPE)**, along with a host of excellent benefits including:

- Extended health, dental, and vision coverage
- Relocation assistance
- 3 weeks of vacation starting on day one
- 2 weeks of paid sick leave annually
- Municipal pension plan
- \$2,000 in annual mental health benefits
- \$200 annual fitness rebate
- Free community recreation pass (swimming, fitness, etc.)
- Support for professional development, including yearly conference budget
- Free on-site parking
- Tickets to local concerts, hockey games, and employee appreciation events
- Annual golf tournament, wellness initiatives, and team-building activities
- A picturesque waterfront location with access to world-class outdoor recreation and a progressive, community-oriented work culture

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBT2QIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply. If you require any accommodations during the recruitment process, please contact us at [HR@penticton.ca](mailto:HR@penticton.ca), we'd be happy to hear from you!

If your experience is close to what we're looking for, we would love a chance to talk about working with you. We welcome your cover letter and resume by **February 15, 2026**.

***We thank all applicants for their interest, however, only those selected for further consideration will be contacted.***

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