

Assistant Manager of Bylaw Enforcement (Exempt – Full Time)

Development and Regulatory Enforcement Services Department

Overview

If you want to work for a forward-thinking, creative employer, then this opportunity is for you! The City of Chilliwack takes great pride in its focus on providing excellent service to its citizens, and we are looking for a like-minded candidate to join our team in this critical role in the Development and Regulatory Enforcement Services Department.

Are you the one we're looking for?

As a member of the City's management team, this uniformed position will support the Manager of Bylaw Enforcement by performing day-to-day duties associated with the operation of the Bylaw Enforcement Division. This position will perform skilled regulatory, administrative, and inspection duties of a complex nature, as well as being involved in budgeting, hiring, supervision and performance management of all employees in the Division.

You are a strong leader with excellent communication skills and the ability to deal effectively with elected officials, the public, external agencies and all levels of staff. You are customer service focused, approachable, diplomatic, and enthusiastic about engaging with the community, providing public education and obtaining voluntary compliance. You are able to interpret bylaws & legal and technical documents and communicate same to the public or staff in a courteous, tactful and effective manner using written or verbal skills. You are experienced in interacting with all members of the public, including those who may be experiencing homelessness or have addiction, mental health, or other concerns. You have considerable knowledge of municipal bylaws, regulations, policies and procedures, and of other relevant provincial statutes. You are able to conduct daily foot and bicycle patrols of varying distances, across many different environments and terrain, and in all weather conditions.

Qualifications

The ideal candidate should have a degree (preferred) or diploma in Criminology, Public Administration, or equivalent; certificates in Bylaw Compliance, Enforcement and Investigative Skills Level 1 and Level 2, or equivalent; and 3 years of experience in Bylaw Enforcement or a related field. Equivalent combination of education and experience may be considered. A valid B.C. Class 5 Driver's License is required, as is the ability to obtain and maintain an acceptable Criminal Record Check.

We offer a very competitive salary and benefits package for this exempt position, as well as a great work environment that prides itself on employee satisfaction. This position will work a 4 days on, 4 days off schedule, which includes evenings, weekends and statutory holidays.

If this job is a good fit for you, apply at jobs.chilliwack.com and create your on-line profile. The system allows you to quickly and easily enter your work history, education, certifications, and other important information. You can then apply to new positions in just a few clicks.

How to Apply:

Job Title: Assistant Manager of Bylaw Enforcement (Exempt – Full Time)

Compensation: \$99,262.8 annually

Competition Number: E2603

Closing Date: May 12, 2026