

BUILD A CITY. BUILD A FUTURE.



As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward.
Build a City. Build a Future at the City of Surrey*

Bylaw Enforcement Supervisor

Scope

The Bylaw Enforcement Supervisor is an inspectional, regulatory and investigational position involving both the enforcement and monitoring of the enforcement of city by-laws. This position differs from a Bylaw Enforcement Officer 1 in the increased degree of complexity and supervisory responsibility. This position is also supervisory in nature and will provide direction and guidance to a staff team.

Responsibilities

- Assists Management with the analysis of problem areas and duties requiring assigned officers ensuring there is clarity of direction and adequate knowledge to perform assignments.
- Supervises Officer's and makes recommendations as to re-deployment of resources as required.
- Evaluates and resolves issues, on a coaching level, on performance and behaviour of subordinate.
- Assesses and recommends changes in work practices, procedures and policies. Assists in the training and development of subordinates.
- Provides on road supervision where required (high profile incidents/complaints).
- Investigates, inspects and processes alleged by-law violations and complaints.
- Enforces and issues tickets for non-compliance with city by-laws as required.
- Gathers evidence, lays charges, serves summonses, initiates other legal remedies and attends Court.
- Provides detailed information for the By-law Prosecutor and other management supervisors in preparation for court or for back-up information for Corporate Reports written and prepared by the By-law Prosecutor and/or Management.
- Interprets and explains by-laws, policies and regulations to the public and provides suggestions and guidance.
- Performs other job-related duties as assigned.

Qualifications

In alignment with the City of Surrey's core values (teamwork, community, innovation, integrity and service), as the successful candidate you will have the following qualifications:

- Completion of Grade 12 supplemented by diploma/degree in criminology, judicial proceedings, regulatory/public administration or other related disciplines.
- A minimum of 5 years related enforcement or field investigative experience.
- Demonstrated supervisory experience including delegating work and performance management of a staff team.
- An equivalent combination of education and experience in an enforcement/investigative field may be considered.
- Valid BC Drivers License with safe driving history.
- This position will require the successful applicant to possess excellent conflict resolution skills, communicate effectively both orally and in writing and deals tactfully and impartially with the public.

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Conditions of Employment

- This position requires completion of a Police Information Check
- Successful applicants must provide proof of qualifications

Employment Status

Union - CUPE Local 402 – Regular Full-Time

Other Information

Number of Job Openings: 2

Pay Steps	Hourly Rate
Step 1	\$53.04
Step 2 (6 Months)	\$55.19
Step 3 (18 Months)	\$57.67
Step 4 (30 Months)	\$59.84

Apply

If you are interested in this opportunity, please apply at <https://www.surrey.ca/careers>, Job ID 7309.

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