



BYLAW COMPLIANCE & ENFORCEMENT OFFICER II

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community.

What We Offer:

Improved vacation package, 3 weeks prorated in 1st year/4 weeks vacation at 2 years, competitive salaries, excellent benefits, numerous employee wellness incentives, and professional development opportunities. Build your future with a City who was proudly presented the BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace.

Summarized Position Responsibilities:

The Bylaw Compliance & Enforcement Officer II is responsible for investigating complaints, enforcing municipal bylaws, and promoting voluntary compliance through education, communication, and enforcement actions. This role issues bylaw notices and tickets, conducts inspections, maintains accurate enforcement records, and coordinates compliance measures, including contract services where required. The position also assists with business licensing administration, supports the onboarding of new team members, collaborates with colleagues to deliver effective bylaw services, and performs all duties in accordance with occupational health and safety requirements.

Our Ideal Candidate:

- Bylaw I & II Enforcement certificate, or equivalent combination of education and experience
- Minimum of 2 years of experience as either a Bylaw or Peace Officer
- Basic First Aid
- Ability to obtain and maintain a Police Information Check
- Certified by an accredited organization in Bylaw Officer Protective Force Options which includes
 - Handcuffing techniques
 - Use of intermediate weapons (baton, pepper spray)
 - National use of force model
- Class 5 BC Driver's License
- Ability to correctly read and interpret municipal bylaws
- Necessary knowledge of provincial and federal legislation in relation to bylaw enforcement
- Demonstrated computer skills in Microsoft Office and the ability to use computerized databases
- Excellent communication and listening skills
- Ability to exercise courtesy, tact and diplomacy in sensitive and/or conflict situations, often in the face of substantial and unwarranted verbal abuse
- Ability to be perceptive and persuasive
- Legible handwriting and the ability to communicate in writing
- Good organizational skills

Applications are accepted online at westkelownacity.ca/jobs. We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

Competition No. 26-35E | Opens July 21, 2026 | Closes August 24, 2026
Full Time – Permanent | 40 hrs/wk | 4 on/3 off | \$42.59/hr
Benefits | Municipal Pension Plan | 4 weeks vac at 2 years