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| DEPARTMENT: | Climate Action, Planning and Development (CAPD) | STATUS: | Full Time |
| NO. OF POSITIONS: | One | UNION: | CUPE, Local 387 |
| HOURS OF WORK: | 35 hours per week (non-standard work week) | SALARY: | \$69,251 - \$81,779 annually plus benefits (2021 rates) |

The City of New Westminster is seeking a forward thinking, collaborative and dynamic full time Senior Bylaw Officer to join the Licensing & Integrated Services team. New Westminster prides itself on a principles-based approach to bylaw enforcement, such that life safety, social equity and climate action are prioritized in relation to regulatory compliance. The Senior Bylaw Officer will pursue administrative, inspectional and regulatory work pertaining to voluntary compliance and the enforcement of City bylaws. Your duties will include: overseeing bylaw enforcement for the City; conducting complex inspections and investigations; drafting new bylaws and amending existing bylaws; administering the Bylaw Offence Notice ticketing program; coordinating investigations; and assisting other departments in enforcement matters. This work involves considerable public relations contact and requires considerable independent judgment, action, tact and diplomacy.

If many of the following characteristics and skills describe you, we want to meet you!

- Completion of two years post-secondary education in a related field, the Bylaw Compliance, Enforcement and Investigative Skills Certificate plus considerable experience in bylaw inspection and enforcement work, or an equivalent combination of training and experience.
- Considerable knowledge of the bylaws, regulations and policies related to noise, unsightly premises, business licenses, controlled substances and property including building, zoning and nuisance abatement.
- Considerable knowledge of court procedures and the requirements for documenting and presenting related evidence.
- Ability to coordinate bylaw enforcement operations, draft new and amended bylaws, schedules, policies and procedures, and prepare complex reports, records and correspondence.
- Exceptional skills to investigate the more complex complaints and enforce bylaws and regulations with tact, impartiality, firmness and use of sound judgement to recommend remedial or legal action.
- Ability to explain and interpret bylaws and regulations, to maintain liaison with a variety of internal and external contacts, including representing the City on inter-departmental and inter-municipal committees; and to employ contemporary service excellence principles.
- Ability to administer the Bylaw Offence Notice Program/Municipal Ticketing Information Program, to ensure the efficient operation of the ticket system and serving of summons, and to determine whether to pursue cases to prosecution.
- Ability to make recommendations on work methods and procedures and to prepare correspondence, reports and records related to the work.
- Valid BC Driver’s License.

Apply by sending your **cover letter and resume in one document** quoting the competition number, by April 27, 2022 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to hr@newwestcity.ca using the following format in the subject line: **LAST NAME First Name #22-50**

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest. New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples.

It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on. We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

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