



City of Greenwood

202 S. Government Ave.
PO Box 129
Greenwood, BC V0H 1J0

The City of Greenwood provides its employees the opportunity to make a positive and meaningful impact on the daily lives of the public we serve. Are you looking for a dynamic and interesting career? The City of Greenwood is seeking self-motivated professionals for our Protective Services Department.

BYLAW ENFORCEMENT OFFICER (1 Position)
FULL-TIME (3-year term)

Department: Municipal Enforcement / Protective Services

Duties: See attached Job Description

Required

Qualifications: See attached Job Description

Rate of Pay: \$34.00 - \$36.00 per hour

Hours of Work: 35 hours per week – Preferred start date – September 2, 2025
Regular hours of work are Monday to Friday, 7 hours each day.
A modified schedule will be necessary when operationally required.

Union: Canadian Union of Public Employees (C.U.P.E.) Local 2254

Benefits: As per the Collective Agreement

Reporting To: Corporate Officer

This job posting will remain open until 4:00 PM August 11, 2025. For further information please contact Brooke McCourt, Corporate Officer at 250-445-6644; corporate@greenwoodcity.ca.

If you are interested in applying for the position, send a cover letter and detailed resume which notes your qualifications and experience relevant to the job description in a **WORD** or **PDF** format to:

Brooke McCourt, Corporate Officer, City Hall, 201 Government Avenue
Greenwood, BC V0H 1J0

Email: corporate@greenwoodcity.ca ; Ph: 250.445.6644

We wish to thank all applicants however only shortlisted candidates will be contacted.



POSITION DESCRIPTION

TITLE: BYLAW COMPLIANCE OFFICER
DEPARTMENT: MUNICIPAL ENFORCEMENT / PROTECTIVE SERVICES
CATEGORY: UNION CUPE LOCAL 2254

GENERAL ACCOUNTABILITY

Reporting to the Corporate Officer, the Bylaw Compliance Officer is responsible for enforcement of City bylaws including parking, zoning, parks usage, water restrictions, noise, nuisance, sign, building and unsightly premises. Work involves undertaking compliance duties from public education and outreach to monitoring and enforcement. The Bylaw Compliance Officer is expected to exercise significant independent judgement and complete all investigations with initiative, diplomacy, and political awareness.

PRIMARY DUTIES AND ACCOUNTABILITIES

- Perform bylaw compliance activities by responding to complaints and establishing validity; conduct site inspections; complete investigations into alleged bylaw non-compliance; prepare and issue notification letters, violation tickets or other notices to violator(s); monitor stipulated timelines for compliance; and prepare recommendations respecting future actions.
- Respond to technical and public inquiries regarding interpretation of City bylaws and any applicable policies, procedures and guidelines.
- Maintain documentation and files for each complaint or enforcement action, research background information and formulate recommendations for legal action or prepare reports to support legal action in court, prosecute disputed municipal tickets in court, serve legal documents to support bylaw compliance matters, and attend examination of discovery and court hearings as required.
- Identify, recommend, and prepare new bylaws or revisions to existing bylaws and assist other City Departments in completing these activities.
- Liaise with the RCMP, Fire Department, and other departments to support bylaw compliance issues.
- Prepares written reports regarding bylaw compliance matters.
- Performs all duties in accordance with WorksafeBC safety regulations and City of Greenwood policies and procedures.
- Other related duties as required.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITY

1. Minimum grade 12.
2. Valid BC Drivers Licence Class 5 and a good driving record.
3. Eligibility for RCMP security clearance.
4. Eligibility for membership in the License Inspectors and Bylaw Officers Association of BC.
5. Demonstrated working knowledge and understanding of bylaw enforcement under the *Community Charter* and *Local Government Act*.
6. Demonstrated ability to interpret and apply local government regulatory bylaws and permits.
7. Demonstrated knowledge of court documentation and legal notice requirements.
8. Demonstrated understanding and ability to apply bylaws, regulations, agreements and procedures to bylaw enforcement appropriately.
9. Demonstrated ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skill to establish and maintain productive relationships.